

**BYLAWS OF THE COLLEGE OF LIBERAL ARTS  
UNIVERSITY OF NEVADA, RENO**

**CHAPTER I – BYLAWS**

1. Authorization.

These bylaws of the College of Liberal Arts are authorized by Section 5 of the Bylaws of the University of Nevada, Reno (approved by the Board of Regents in January 1999).

2. Scope of the Bylaws.

These bylaws provide for and articulate (a) the organization and administrative structure of the college; (b) the duties and responsibilities of administrative personnel; (c) the duties, responsibilities and rankings of faculty; (d) the creation and modification of curricular and personnel policies; (e) criteria for recruitment, evaluation, reappointment, tenure, promotion and retention of faculty at all ranks; (f) other relevant matters. These bylaws shall be consistent with and subordinate to the University of Nevada, Reno Bylaws, the Nevada System of Higher Education (NSHE) Code (Title 2, Board of Regents Handbook), the laws of the State of Nevada, and the laws of the United States of America.

3. Adoption of the Bylaws.

These bylaws shall be adopted and in force when they have been approved by the faculty of the College of Liberal Arts, the Dean of the College of Liberal Arts and the President of the University of Nevada, Reno, in accordance with the procedures specified in the University of Nevada, Reno Bylaws.

4. Amendments to the Bylaws.

Any member of the college faculty as defined below may propose an amendment to the bylaws by submitting the proposed amendment in writing to the college secretary. The college secretary shall submit the proposed amendment to the Planning Committee for consideration and the Planning Committee shall meet to consider the proposal. If the Planning Committee approves the proposed amendment, it proceeds through the approval process as specified in the University Bylaws. If the Planning Committee does not approve the proposed amendment and thus chooses not to submit the proposed amendment to the faculty, then a petition signed by fifteen percent of the College of Liberal Arts faculty will result in the proposed amendment being sent through the approval process as specified in the University Bylaws .

5. Interpretation of the Bylaws.

Questions of interpretation of these bylaws shall be directed to the Planning Committee, which shall review the question and forward its recommendations to the dean for a decision. The dean shall make his or her decision upon appropriate consultation and in a manner consistent with the NSHE Code and established university and college policies and procedures.

## CHAPTER II - MISSION AND ORGANIZATION

### 6. Mission.

The College of Liberal Arts is central to the intellectual and artistic life of the University of Nevada, Reno. We contribute to the university's efforts to provide undergraduate students with general and specialized education that will prepare them for advanced study, careers, and citizenship in a diverse world. The college offers a wide range of undergraduate and graduate degrees and supports major scholarly research and creative activity in the humanities, social sciences, fine arts and natural sciences. The quality and effectiveness of the college's departments and programs, some of which form the School of the Arts, are crucial to the success of the university.

The college provides students with the knowledge, critical thinking skills, and creative experience they need to navigate in a complex global environment. College faculty members teach courses in their own fields of expertise, play an active role in the Core Curriculum, and create new courses in response to developments across the disciplines and changes in society. We offer undergraduate students rigorous, innovative programs of study in their chosen majors and minors. Our faculty teaches graduate students to do original scholarly research or creative work. We mentor both undergraduate and graduate students as they launch successful professional careers. Our faculty brings innovative developments in the arts to campus and the latest scholarship into the classroom.

The college supports discovery, creativity, and the advancement of knowledge. Our faculty is composed of active, engaged scholars and artists who present their research and creative work in major venues, from respected journals to prominent exhibition and performance spaces. Many publish with leading scholarly presses; many compete nationally for grant funding to support specialized research programs. Our faculty promotes creative and research opportunities for students, working with them closely on senior projects, recitals, theses, and dissertations. The college supports the scholarly and creative work of its faculty and students. We value rigor and vitality in both the disciplines and interdisciplinary scholarship, recognizing that truly innovative work often changes how we view our own and other fields of knowledge.

The college serves both the university and the community. College faculty members devote considerable time to service at the university, from advising students to administering programs and contributing to faculty governance. They play a significant role in their disciplines, providing external reviews of new scholarly and creative work and serving on editorial boards and in national organizations. Many serve as well in the community or involve students in community service. Our students have become leaders in economic, cultural, and political life. Both faculty and students donate their time and professional expertise to the region, state, nation, and world.

### 7. Composition and Organization of the College.

The College of Liberal Arts is composed of faculty who carry out the scholarly, educational, service and related missions of the college.

The faculty shall consist of all full- and part-time academic and administrative faculty who hold authorized positions as defined in Chapter IV of these bylaws.

For educational and administrative purposes, college faculty members are grouped into units: departments, centers, schools, programs, and non-instructional research and service components.

### 8. Bylaws of the Constituent Parts.

Departments shall adopt bylaws in accordance with section 6 of the university bylaws. Programs and non-instructional components with assigned faculty shall adopt bylaws analogous to department bylaws, but limited in scope to policies and procedures pertinent to tasks assigned to the component by the dean. Unit bylaws shall conform to the University of Nevada, Reno and College of Liberal Arts Bylaws, and shall include:

- A. A mission statement articulating the goals and priorities of the unit;

- B. Guidelines, standards and procedures for implementing sections of the university bylaws concerning personnel recommendations, merit, promotion, and tenure as they apply to the unit;
- C. The nomination processes, responsibilities, authority and term of office of the chair or director of the unit;
- D. The responsibilities, authority and terms of office of other unit administrators;
- E. Permanent unit committees, their function, scope of responsibility and procedures;
- F. Annual evaluation procedures to be applied to faculty in the unit;
- G. Annual evaluation procedures to be applied to the chair or director of the unit;
- H. Procedures for calling, holding and conducting unit meetings;
- I. A definition of faculty voting rights within the unit, and statements about how those rights are to be exercised;
- J. Procedures for faculty participation in developing and administering unit budgets;
- K. Procedures for regular outside program review at least every ten years;
- L. Unit bylaws may also provide for additional policies and procedures which do not conflict with college bylaws, university bylaws, and/or the NSHE Code.

9. College Faculty Meetings.

The College of Liberal Arts faculty shall convene in open meeting at least once each semester. Twenty percent of the college faculty shall constitute a quorum at such meetings. Faculty meetings shall be chaired by the Dean of the College of Liberal Arts or, in the dean's absence, by the associate dean. The latest edition of Robert's Rules of Order shall govern proceedings at all College of Liberal Arts faculty meetings.

- A. Responsibilities of the Dean Regarding College Faculty Meetings. The dean shall call regular meetings of the college faculty and special meetings as necessary. The dean shall call additional meetings of the college faculty within fifteen working days of receiving a petition for such meeting signed by fifteen percent of the college faculty. The dean shall prepare an agenda with supporting materials for each meeting of the college faculty and distribute such materials no later than seven working days before the meeting. The dean shall include on the agenda any item offered by a member of the college faculty so long as the dean receives the agenda item at least ten working days prior to the meeting. The dean's office shall prepare and distribute minutes of the college faculty meetings once they have been reviewed and certified by the college secretary. Minutes shall be distributed to the faculty within fifteen working days of the meeting.
- B. College Secretary. At the first faculty meeting of each academic year the faculty shall elect a college secretary from among its members. The college secretary shall review and certify minutes of college faculty meetings, count ballots for and certify college elections, and call special meetings of the college faculty as provided for in these bylaws.
- C. Voting. By majority of those voting in any college faculty meeting, any question may be submitted to the college faculty for vote in accordance with section 17 of these bylaws.

### CHAPTER III. ADMINISTRATIVE STRUCTURE

#### 10. The Dean.

The dean shall be the chief administrator and executive officer of the College of Liberal Arts and the chair of its faculty. The dean shall be an ex-officio, non-voting member of all its committees except the committees to evaluate the dean and search for the dean. The dean shall be or become a member of the college faculty, formally associated with a department, center, research component or other constituent part.

- A. Responsibilities and Duties of the Dean. The dean shall be responsible to the provost for executing and implementing university academic policy as it affects the College of Liberal Arts. The dean shall be responsible for oversight of the central role played by the liberal arts in the university. The dean shall be responsible to the faculty of the College of Liberal Arts for advancing the academic, research, and service missions of the college and for executing and implementing college bylaws. The dean shall lead the college in comprehensive planning, working with the Planning Committee in setting priorities. The dean shall lead the faculty in curriculum and program planning, encouraging scholarly and creative development appropriate to the individual disciplines among faculty and students. The dean shall serve as the chief development officer to set development efforts and priorities in the college and will play a major role in the selection and supervision of the development director.
- B. Term of Appointment. The normal term of appointment for the Dean of the College of Liberal Arts shall be five years. The dean may seek reappointment for additional five-year terms.
- C. Search Procedures. Should the deanship become vacant, a nationwide search shall be conducted, consistent with the University of Nevada, Reno Bylaws, in order to fill the vacancy. The search committee shall forward its recommendations to the university president for consideration.
- D. Composition of the Search Committee. The search committee shall consist of two elected representatives from each of the voting groups designated in section 14.B. of these bylaws. The provost may appoint (a) up to two additional committee members drawn from academic faculty outside the College of Liberal Arts and/or from the College Advisory Board, (b) a current classified employee from within the college, and (c) up to two student members.
- E. Vacancy Prior to Expiration of the Dean's Term. Should a vacancy occur before the normal expiration of the dean's term of office, the College Personnel Committee shall meet as an advisory committee to assist the president in selecting an interim dean. Should a member of the Personnel Committee become a candidate for the position of Interim Dean, the member shall not participate in this process.
- F. Interim Dean. An interim dean shall serve until a dean has been selected as provided by these bylaws, but for no longer than twenty-four months.
- G. Evaluation. A regular evaluation of the dean shall be conducted by a faculty committee and forwarded to the president through the provost. The committee shall consist of two representatives elected from each of the voting groups designated in section 14.B. of these bylaws. In addition, the provost may appoint two additional committee members from among the faculty of the College of Liberal Arts. The evaluation shall normally be conducted in the second and fourth years of each term in office. The committee shall prepare an evaluation instrument and solicit responses to it from all college faculty and may seek additional input from other relevant constituencies, including students, staff, advisory board members, and other administrators in the university. The committee shall summarize evaluations received and forward this summary along with its recommendations.
- H. Temporary Assumption of Authority. Should the dean be temporarily absent or incapacitated, the associate dean shall assume the authority and functions of the dean. If the associate dean cannot

assume the dean's authority, a dean pro tem shall be appointed from among the members of the Planning Committee.

11. The Associate and Assistant Deans.

The dean may appoint associate and assistant deans to assist the dean in conducting college business. Associate and assistant deans shall be tenured members of the college faculty, formally associated with a college department or unit. An associate or assistant dean may be an ex officio, nonvoting member of all college committees except the Personnel Committee and the search committee for the associate or assistant dean position he or she currently occupies.

- A. Responsibilities. Associate and assistant deans shall assist the dean in all matters relating to administration of the college. In particular, associate and assistant deans shall take the lead in the areas of curriculum and program development and student-related activities such as academic progress, scholarships, advocacy, recruitment and retention.
- B. Terms of Appointment. Associate and assistant deans shall serve at the pleasure of the dean.
- C. Appointment Procedure. The dean shall announce an available position to the faculty. The faculty shall elect a search committee composed of two representatives from each of the voting groups identified in section 14.B. of these bylaws. The dean may appoint up to three additional members to the search committee. The search committee shall solicit nominations and applications from the faculty, review those applications and nominations, and submit its recommendation to the dean. No member of the search committee shall be a candidate for the position.
- D. Evaluation. The dean shall evaluate associate and assistant deans annually.

12. The Director of the School of the Arts.

The Director of the School of the Arts shall be a tenured member of the faculty of one of the units within School of the Arts. The director may be an ex-officio, non-voting member of all its committees except the Personnel Committee and the search committee for Director of the School of the Arts.

- A. Responsibilities. The director shall be responsible to the Dean of the College of Liberal Arts for advancing the mission of the School of the Arts. The director shall be responsible to the faculty of the school for executing approved faculty actions. The director shall provide the College Personnel Committee with a letter regarding any promotion and/or tenure application of faculty members within the school. The director shall advise the dean in the annual evaluation of the school's faculty (see section 20 of these bylaws).
- B. Term of Appointment. The normal term of appointment for the director shall be five years. The director may seek appointment for additional five-year terms.
- C. Search Procedures. The director is appointed by the president on the recommendation of the dean. The dean shall announce any available position to the faculty in the School of the Arts. The faculty shall elect a search committee composed of two representatives from each of the departments in the School of the Arts. The dean may appoint up to three additional members to the search committee. The search committee shall solicit nominations and applications from the faculty, review those applications and nominations, and submit its recommendation to the dean. No member of the search committee shall be a candidate for the position.
- D. Evaluation. The dean shall evaluate the director annually. In addition, the faculty of the School of the Arts shall conduct a regular evaluation to be forwarded to the dean. The committee shall consist of one representative from each department within the school, elected by that department. The dean may appoint up to two additional committee members from among the faculty of the

school. The evaluation shall normally be conducted in the second and fourth years of each term in office.

13. Department Chairs and Other Unit Directors.

Chairs and directors shall be members of the college faculty and members of the units they administer.

- A. Responsibilities. Chairs and directors shall be responsible to the dean for implementing college policies and procedures, and responsible to faculty for implementing policies and procedures mandated by department or unit bylaws. Chairs and directors shall serve as advisors to the dean and provide liaison between the dean and faculty, informing faculty of actions taken by the dean and the Council of Chairs and Directors, and informing the dean of actions taken by department or unit faculty. Chairs and directors shall take a leadership role in serving on the Council of Chairs and Directors and are responsible for the advancement of the department or unit missions and goals as identified in the department or unit long-range planning document. They shall be ex-officio members of all department or unit committees, except those that evaluate them in their administrative capacity.
- B. Appointment. The chair or director may be nominated from among existing unit faculty by the process provided for in the department or unit bylaws. The chair or director may be nominated as part of a new appointment following normal search procedures. Following the nomination process, the dean will recommend a candidate to the provost for final appointment.
- C. Evaluation. Both unit faculty and the dean shall evaluate the performance of chairs and directors annually. Each department or unit shall designate a representative to conduct the evaluation and report findings to the dean in accordance with the university process and department bylaws. The dean shall use that report, together with other relevant information, to evaluate the chair or director. Chairs or directors who disagree with their evaluations can appeal the outcome as provided in the university bylaws.

14. College Collaborative Governance.

The college faculty shall govern itself in accordance with these bylaws, subject to university bylaws and the NSHE Code.

The five standing committees (Council of Chairs and Directors, Planning, Personnel, Curriculum, and Scholarly and Creative Activities), as well as ad hoc committees, shall assist the dean in conducting college affairs.

- A. Committee Membership. College committees shall consist of faculty in the College of Liberal Arts as defined in section 16 of these bylaws. The process by which each standing committee is formed is specified in section 15 of these bylaws.
- B. Voting Groups. For the purposes of electing representatives to college committees, the faculty of departments and other units shall be arranged into three voting groups:
  1. Group 1: Anthropology; Basque Studies; History; Holocaust, Genocide, and Peace Studies; Oral History; Military Science; Political Science; Psychology; Sociology; and Women's Studies.
  2. Group 2: Core Humanities; English; Foreign Languages and Literatures; Philosophy.
  3. Group 3: Art; Black Rock Press; Interior Design; Music and Dance; Speech Communication and Theatre.

As departments and programs grow and new units are added, these voting groups may be adjusted by the Planning Committee.

- C. Committee Policies and Procedures. All standing college committees shall have, on file in the dean's office, written rules and procedures to assist them in performing their functions. These shall be available to all faculty upon request. Each committee shall review and, if necessary, revise its written policies and procedures at the beginning of each academic year. For special tasks, any standing committee may appoint an ad hoc subcommittee, to be in existence until the completion of the task. The dean may also appoint ad hoc committees. All members of college committees, except for those specifically designated ex officio and nonvoting, shall each have one vote in all committee decisions.

15. Standing Committees.

- A. Council of Chairs and Directors. The Council of Chairs and Directors shall serve as an advisory body to the dean.
  - 1. Membership. All department chairs shall be members in accordance with section 13.A. of these bylaws; directors of interdisciplinary programs and chairs and directors of non-instructional research and service components may be invited to participate at the discretion of the dean.
  - 2. Duties. The council shall advise the dean on matters pertaining to education and research, including but not limited to budget preparation, program development, personnel policies and procedures, and mission of the college.
  - 3. Procedures. The council shall meet at least once each month during the academic year and shall be chaired by the dean.
- B. Planning Committee. The Planning Committee shall collaborate with the dean to strengthen the position of the college within the university: to assist and advise the dean in long-range planning, in the development of budget priorities, and in analysis of potential challenges to the college.
  - 1. Membership. The Planning Committee shall consist of five members: three members, each representing one of the three voting groups of the college (see section 14.B. of these bylaws), to be elected by the Council of Chairs and Directors from among the council's membership; and two members appointed by the dean. The dean and associate dean(s) shall serve as ex-officio members.
    - a. Term of Office. Members serve a one-year term and may be re-elected or re-appointed.
    - b. Elections. Elections and appointments shall occur at the beginning of each academic year.
    - c. Vacancy. Should a vacancy occur, the dean shall appoint a faculty member to serve out the academic year.
  - 2. Duties. The committee's specific duties include (but are not limited to) the following:
    - a. Annual plan. The committee shall review department annual plans and shall participate in the preparation of the college's annual plan, in collaboration with the dean. As part of the planning process, the committee shall discuss with the dean all proposals for new programs that entail the expenditures of college funds, including salaries and/or college facilities.
    - b. Bylaws. The committee shall interpret and revise the college bylaws as necessary.

- c. Development. The committee shall periodically meet with the college's development director to consult and advise on the development plan for the college.
  - 3. Procedures. The Planning Committee shall meet regularly during the academic year. The committee shall elect its chair from among its members.
- C. Personnel Committee. The Personnel Committee is an advisory body that makes recommendations to the dean.
  - 1. Membership. The Personnel Committee shall consist of seven academic faculty members from among the tenured and retained faculty of the college (as defined in Chapter V of these bylaws): five elected (two each from voting groups 1 and 2, and one from voting group 3, as defined in section 14.B. of these bylaws), and two appointed by the dean to broaden representation and maintain committee experience.
    - a. Term of Service. Each elected member shall serve a three-year term, terms of office to be staggered. Each appointed member shall serve a one-year term. An appointed member may be reappointed for up to three consecutive years.
    - b. Elections. Nominations, elections, and appointments to the Personnel Committee will normally take place during the spring semester of each academic year.
    - c. Vacancy. Should a vacancy occur among elected or appointed members during the academic year, the dean shall appoint a faculty member to serve out the academic year. The appointee to replace an elected member shall be from the same faculty voting group as the member being replaced.
  - 2. Duties. The Personnel Committee shall perform the following duties:
    - a. Review recommendations for tenure and promotion.
    - b. Review all probationary faculty in their third year.
    - c. Review requests for reconsideration of tenure, promotion, reappointment, or merit decisions.
    - d. Review other personnel issues as requested by the dean.
  - 3. Procedures.
    - a. Chair. The committee shall elect a chair from among its members. To be eligible to serve as chair a member must already have served at least one year on the Personnel Committee.
    - b. Recommendations to the Dean. The committee's recommendation(s) shall be communicated in writing to the dean. If the dean disagrees with of the committee's recommendations, reasons for the disagreement shall be given to the committee.
    - c. Notification of Decisions. Within 15 days after the committee and the dean complete a review, the dean shall communicate the decision of the dean and the recommendations of the Personnel Committee in writing to the chair of the department and the faculty member under review.

- d. Conformity with Appropriate Procedures. If the committee finds in its review of a given case that a department or unit has not followed established college criteria or procedures, the committee shall notify the dean with appropriate recommendations.
  - e. Reconsideration of Tenure, Promotion, and Reappointment. A faculty member who has been denied tenure, promotion, or reappointment may request reasons for and reconsideration of the decision from the dean. The Personnel Committee will review the request and make recommendations to the dean. (See university bylaws section 33 and the NSHE Code [5.2.3 & 5.2.4].)
  - f. Reconsideration of Merit Salary Increase. A faculty member may request reconsideration of a merit salary increase from the dean. The Personnel Committee will review the request and make a recommendation to the dean. (See university bylaws section 33 and the NSHE Code [5.12 & 5.13].)
  - g. Confidentiality and Access to Personnel Files. Deliberations of the Personnel Committee and personnel files used in committee deliberations shall be confidential. However, faculty members shall have access to their personnel files, following procedures in the NSHE Code 5.6.2 (a) & (b).
- D. Curriculum Committee. The Curriculum Committee reviews all proposed changes to courses and curriculum in the college.
- 1. Membership. The Curriculum Committee shall consist of up to seven members of the continuing faculty: five elected (two each from voting groups 1 and 2, and one from voting group 3, as defined in section 14.B. of these bylaws), and up to two additional members appointed by the dean to broaden representation and maintain committee experience. The associate dean shall serve ex officio.
    - a. Term of Service. Elected and appointed faculty members of the committee shall serve three-year terms, staggered so that at least two experienced committee members will be serving each year.
    - b. Elections. Nominations, elections and appointments to the Curriculum Committee shall normally occur at the beginning of the fall semester of each academic year.
    - c. Vacancy. Should a vacancy occur on the committee, the dean shall appoint a faculty member from the same voting unit (see section 14.B. of these bylaws) to serve for the remainder of the member's term. The appointee to replace an elected member shall be from the same faculty voting group as the member being replaced.
  - 2. Duties. The committee oversees the college curriculum by performing duties which include the following:
    - a. Review and evaluate course additions, deletions, and changes that are proposed by departments and other college units.
    - b. Review and make recommendations on any proposed additions or deletions of degree programs in the college.
    - c. Review and evaluate programs, cross-listed courses, majors, and minors.

- d. Review and revise college requirements as necessary.
- e. Make recommendations on academic standards as needed.

3. Procedures.

- a. Chair. The Curriculum Committee shall elect its chair from among the members who have served at least one year on the committee.
- b. Notification. The committee shall advise the associate dean of its recommendations and findings. The associate dean shall notify the college faculty of the committee's decisions and forward the committee's affirmative recommendations to the University Courses and Curriculum Committee and, where appropriate, to the college faculty and/or the Graduate Council.
- c. Appeal. Any decision of the Curriculum Committee may be appealed, within two weeks of faculty notification, to the dean. The dean will forward the appeal, along with the dean's recommendation, to the Curriculum Committee. If a resolution cannot be achieved, the dean shall refer the appeal to the college faculty for its decision.
- d. Review. All affirmative recommendations for changes in college-wide requirements and for the introduction or termination of degree programs within the college will be forwarded from the committee to the college faculty for review at its semiannual meeting. A majority of those voting is required for approval.

E. Scholarly and Creative Activities Committee.

- 1. Membership. The Scholarly and Creative Activities Committee shall consist of up to seven members of the continuing faculty: five elected (two each from voting groups 1 and 2, and one from voting group 3, as defined in section 14.B. of these bylaws), and up to two additional members appointed by the dean to broaden representation and maintain committee experience.
  - a. Term of Office. Members shall serve three-year terms.
  - b. Elections. Nominations, elections and appointments to the Scholarly and Creative Activities Committee shall normally occur at the beginning of the fall semester of each academic year.
  - c. Vacancy. Should a vacancy occur, the dean shall appoint a faculty member to serve out the academic year. The appointee to replace an elected member shall be from the same faculty voting group as the member being replaced.
- 2. Duties. The committee shall identify and promote ways to support and enhance the scholarly and creative activities of the college faculty. These responsibilities shall include overseeing funding for scholarly and creative activities and establishing procedures for distributing monies.
- 3. Procedures. The committee shall elect its chair, preferably from among the members who have served at least one year on the committee.

## CHAPTER IV. FACULTY DEFINITIONS AND VOTING RIGHTS

### 16. Faculty.

The Faculty of the University of Nevada, Reno “shall consist of all persons holding authorized professional positions as provided by Subsection 1.4.5 of the UCCSN Code” (University of Nevada, Reno, Bylaws, Section 15). The Faculty of the College of Liberal Arts shall consist of all such persons holding authorized professional positions in departments or units of the college (except post-doctoral fellows).

(N.B.: Post-doctoral fellows are not considered to be faculty. These researchers and instructors are hired in specific departments or programs on annual contracts.)

- A. Continuing Faculty. These faculty members hold state-funded, continuing positions (see section 16 of the university bylaws):
  - 1. Continuing Academic Faculty.
    - a. Tenure-track Faculty: The tenure-track faculty is composed of three (3) ranks: Professor (IV), Associate Professor (III), and Assistant Professor (II), in accordance with the university bylaws section 15.a.
    - b. Non-tenure-track Faculty: The non-tenure-track continuing faculty is composed of four (4) ranks: 0(IV), 0(III), 0(II), 0(I).
    - c. Rank I Faculty: Rank I faculty are those who are hired into tenure track positions as Lecturers or Instructors (I), in expectation of completing the requirements for Rank II.
  - 2. Continuing Administrative Faculty. Administrative faculty are faculty whose primary duties involve services to students, faculty, or administrators. Administrative faculty rank is defined in section 15.b. of the university bylaws.
- B. Contingent Faculty (zero rank). Members of the contingent faculty hold one-year, state-funded contracts or one-year contracts from research grants or from similar non-state-funded sources. These contracts may be “renewable contingent upon funding” (RCUF).
- C. Temporary Faculty. The temporary faculty consists of the following personnel: instructors hired on Letter of Appointment (LoA), instructors hired on Letter of Appointment with Benefits (LoB), and instructors hired on one-year, non-renewable contracts.

### 17. Voting in College and Departments.

- A. College.
  - 1. College Elections. All continuing faculty within the college (as defined in section 16 of these bylaws) may vote in college elections.
  - 2. Faculty Senate and Graduate Council. All faculty eligible to serve as college representatives on such bodies as Faculty Senate and Graduate Council (as defined by the appropriate bylaws) are also eligible to vote in those respective elections.
  - 3. College-wide matters. All continuing faculty (as defined in section 16 of these bylaws) with a primary assignment (0.5 or greater) in the college shall have a vote on matters brought before the college faculty (such as bylaws or college-wide curricular issues).

4. Procedure.
  - a. The dean or associate dean shall prepare and distribute ballots in a timely fashion;
  - b. One ballot shall be sent to each faculty member by name;
  - c. For votes on college-wide matters, arguments for and against the question may be included with the ballot;
  - d. Ballots shall be returned to the college secretary for counting within a reasonable period, but not fewer than ten (10) working days after distribution of the ballot.

B. Departments and Programs.

1. To provide consistency and equity among College of Liberal Arts departments, the following voting practices will be in effect:
  - a. Elections. Voting in elections for departmental chair and for any other departmental officers will be limited to continuing faculty (as defined in section 16 of these bylaws) with a primary assignment (0.5 or greater) in the department.
  - b. Hiring. Voting on tenure-track positions (both the position's area of specialization and the hiring process) and non-tenure-track positions (full-time, part-time, continuing, and contingent) is limited to continuing faculty (as defined in section 16 of these bylaws) with a primary assignment (0.5 or greater) in the department or program.
  - c. Search Committees. The composition of and voting rights within search committees shall be left up to the departments and programs, consistent with university search and hiring policies.
2. Further, the college recommends this model for other departmental voting patterns:
  - a. Tenure Decisions. Departmental voting rights on tenure decisions should be restricted to those department members who are already tenured at the University of Nevada, Reno.
  - b. Long-range Planning. Any departmental voting on strategic planning issues should be limited to continuing faculty (as defined in section 16 of these bylaws above) with a primary assignment (0.5 or greater) in the department. Contingent and temporary faculty may serve on committees involved in long-range planning and may vote on those committees; however, once the committee makes its recommendation to the department, they should not vote in the departmental decision.

C. Adjunct Faculty.

Adjunct faculty shall not vote in the college or in any of the departments within the college.

## CHAPTER V. PERSONNEL POLICIES AND PROCEDURES

All personnel decisions and actions shall conform with the NSHE Code; with the Bylaws of the University of Nevada, Reno; with these bylaws; and with the approved bylaws of the appropriate department or college unit.

### 18. Faculty Responsibilities.

A faculty member's duties shall consist of an assigned combination of teaching, scholarly and creative activity, and service or professional development. Examples of these activities include the following:

- A. Instruction. Instruction includes activities such as classroom teaching; extension teaching; preparation and development of courses; evaluation of student performance; consultation with students; direction of undergraduate and graduate students in independent study, research, internships and practice; advising of undergraduate and graduate students; professional development of teaching skills; and service on undergraduate and graduate committees.
- B. Scholarly and Creative Activity. Scholarly and creative activity includes the advancement, integration, and application of knowledge through research and scholarship related to the faculty member's discipline, leading to products such as books, articles, software, and public presentations; studies designed to enhance the teaching of that discipline; performances, exhibits, paintings, sculptures, musical compositions and other works of art where appropriate to the discipline; seeking and acquiring outside funds (e.g. grants and contracts) in support of scholarly and creative activity; and evidence of professional development where the above criteria may not be applicable.
- C. Service. Service includes activities such as:
  - 1. University service: Administrative activities; participation on unit, department, college and university committees, boards, and panels; and similar activities; assigned professional responsibilities of administrative faculty members.
  - 2. Community service: consulting, committee work and other services to community groups, projects and organizations where such service is intrinsically related to the professional competence of the individual faculty member.
  - 3. Outreach service: the development of services or programs of importance to the community.
  - 4. Disciplinary service: activities related to professional growth and development, holding office in professional organizations, editing and refereeing for professional journals, reviewing research proposals, and similar professional activities.

### 19. Recruitment and Appointment of Faculty.

- A. Allocation of Positions and Authorization to Search. The Dean of the College of Liberal Arts recommends new faculty positions at all ranks and approves searches to fill new and vacated faculty positions.
- B. Search Procedures. Once a search has been authorized, the department or unit shall initiate and conduct the search in accord with approved department or unit bylaws, college bylaws, university bylaws, UNR search procedures and the NSHE Code. The Dean of the College of Liberal Arts shall oversee search procedures throughout the college.
- C. Criteria. Departments and other components shall search for faculty to fill prescribed areas of specialization (a)in accord with their stated missions and priorities, and (b)as agreed upon with the dean.

- D. Appointment of Faculty. Recommendations for the appointment of a faculty member shall originate in the department or other college unit concerned, after a vote of faculty enfranchised to recommend such an appointment. See section 17.B. of these bylaws.

20. Evaluation of Faculty.

- A. Mutually Agreed Upon Responsibilities. All personnel evaluations shall be made on the basis of specified professional responsibilities and performance expectations mutually agreed upon by the individual faculty member and the appropriate agent of the department or unit as defined in its bylaws and in accordance with university policy. Professional responsibilities specified in writing for each faculty member shall accord with the mission and priorities of the faculty member's department or unit. Neither the faculty member nor the agent of the department or unit can unilaterally (a) determine or (b) alter the responsibilities of a faculty member. Significant discrepancies between an academic or administrative faculty member's statement of professional responsibilities and the department or unit's mission must be approved by the Dean of the College of Liberal Arts
  - 1. This Statement of Professional Responsibilities shall document the mutually agreed upon expectations including the academic faculty member's responsibilities in teaching, scholarly or creative activity, and service as defined in section 18 of these bylaws.
  - 2. Administrative Faculty Position Description Questionnaire (PDQ). Each administrative faculty member's PDQ shall document his/her responsibilities and emphasis of effort. The faculty member and supervisor shall review and revise the PDQ once each year. The dean of the college shall review all PDQs and their specification of professional responsibilities.
  - 3. Disagreements. If a faculty member and the responsible department or college unit agent cannot agree upon specified professional responsibilities, the matter is subject to mediation by the dean of the college. If mediation by the dean fails, then the matter is subject to mediation by the university administration.
- B. Standards of Review. All evaluations shall be based on equitable and uniform criteria and procedures for assessing the quality of a faculty member's performance, whether in annual evaluation, merit consideration, promotion, or consideration for continuing contract status. All evaluations of academic faculty shall include peer review and shall be based on careful assessment of pertinent evidence in order to arrive at just and equitable recommendations.
- C. Annual Evaluation of Faculty. Departments and other college units shall annually evaluate all continuing and contingent faculty, as defined in section 16 of these bylaws, according to procedures outlined in unit bylaws and in conformity with section 40 of the university bylaws.
  - 1. Criteria for Evaluation. All faculty members shall be evaluated annually on their accomplishment of professional responsibilities and performance expectations as specified in the statement of professional responsibilities (see section 20.A. of these bylaws).
  - 2. Documentation. Each academic faculty member in the College of Liberal Arts shall submit a standard annual evaluation form and supporting materials to the department or other college unit documenting the faculty member's performance for the year. Departments or units shall submit annual evaluation forms and written evaluations for each of their faculty members to the Dean of the College of Liberal Arts. Administrative faculty shall be evaluated in accord with the procedures specified by their unit and university policy.

3. Signatures. Every evaluation submitted to the Dean of the College of Liberal Arts shall include a statement signed by the affected faculty member indicating that the faculty member has read the evaluation.
  4. Disagreements with Annual Evaluation. Faculty members who disagree with their annual evaluations may attach a written statement to the evaluation document stating their objections. Such written statements shall become part of the annual evaluation.
  5. A faculty member may request review of his or her annual evaluation by the Personnel Committee. (See Section 15.C. of these bylaws.)
  6. Formal grievance of annual evaluation is governed by a university-level process.
- D. Merit Consideration of Faculty. Annual evaluations of faculty performance enable the College of Liberal Arts to recognize meritorious achievement within departments and other college units. Departments or other units will recommend to the dean merit pay increases for individual faculty.
21. Reappointment, Third-year Review, and Probationary Period: Tenure-track (II, III and IV) and Non-Tenure-Track "Zero Rank" [0(II), 0(III) and 0(IV)] Faculty.
- A. Reappointment and Non-Reappointment of Tenure-track (II, III and IV) and Non-tenure-track [0(II), 0(III) and 0(IV)] Faculty. Departments or other college units must evaluate all non-tenured faculty annually, and make a recommendation to the dean concerning reappointment by dates specified in the UCCSN Code, Chapter 5.
  - B. Notification of Reappointment/Non-Reappointment. Faculty in the categories included in section 21.A. of these bylaws must be notified concerning reappointment/non-reappointment by dates specified in the UCCSN Code, Chapter 5.
  - C. Third-year Review. Tenure-track faculty (II, III, IV) and those non-tenure-track faculty [0(II), 0(III), 0(IV)] who are eligible for retained status must undergo a careful third-year review, conducted in accordance with department or unit bylaws. The third-year review will assess the faculty member's progress toward tenure or retention, and may be used to determine reappointment for the following academic year. The Personnel Committee shall make a recommendation to the dean on each third-year review. The decision of the dean, which shall include reference to the recommendation of the Personnel Committee, shall be communicated in writing to the faculty member being reviewed and to the chair of that faculty member's department. See section 15.C. of these bylaws for procedures applicable to this review.
  - D. Maximum Probationary Period. The maximum probationary period is six years for both tenure-track and non-tenure-track continuing faculty who are eligible for retained status.. Application materials for tenure or retention must be submitted no later than the beginning of the sixth academic year.
    1. Tenure-track Faculty. If a tenure-track faculty member has not been awarded tenure by the end of the faculty member's sixth probationary year, the faculty member will be notified that the contract issued for the seventh academic year will be a terminal contract.
    2. Non-tenure-track Faculty who are eligible for retained status. If a non-tenure-track faculty member [0(II), 0(III), or 0(IV)] who is eligible for retained status has not been awarded retention by the end of the faculty member's sixth probationary year, the faculty member will be notified that the contract issued for the seventh academic year will be a terminal contract.

- E. Probationary Credit. Tenure-track faculty may receive up to a maximum of three years probationary credit for service in a faculty position at other institutions. The faculty member's appointing documents and initial contract with the NSHE shall specify the years of prior service to be applied to the faculty member's probationary period.
  - F. Extension of the Probationary Period. The faculty member may request an extension of the probationary period. The dean may recommend that the president approve such a request. The president may extend the probationary period in accordance with NSHE Code [3.3.1.(c) and 3.3.1.(d)]. In particular, faculty may request such an extension due to family and/or medical circumstances as specified in the Federal Family & Medical Leave Act, whether or not the faculty member takes any kind of leave.
22. Tenure and Promotion: Tenure-track Faculty.
- A. Eligibility for Tenure. A probationary full-time member of the academic faculty in Rank II, III or IV shall be eligible for appointment with tenure at any time during the probationary period of employment.
  - B. Appointment with Tenure. An initial appointment may be made with tenure upon recommendation by the department and dean, following NSHE Code [3.3.1(b)].
  - C. Initiating Consideration. The process is usually initiated by the department or unit. However, the applicant for tenure and or promotion may initiate the review process following procedures defined by department or unit bylaws. The applicant's written materials shall demonstrate that the applicant has met the minimum standards set forth in Section 22.D. of these bylaws.
  - D. Standards for Appointment with Tenure. Section 49 of the university bylaws sets minimum standards for consideration for tenure. The faculty member shall demonstrate a record of achievement in teaching, scholarly and/or creative work, and service as defined in section 18 of these bylaws and consistent with the faculty member's Statement of Professional Responsibilities and with the mission of the department or unit. The department or unit recommending the tenure-track faculty member for tenure must evaluate the candidate as "excellent" in teaching or scholarly and/or creative work and at least "satisfactory" in the other two areas. Department and unit bylaws may specify additional requirements consistent with the university bylaws, the NSHE Code, and the department or unit mission.
  - E. Procedures and Criteria. Department or unit bylaws shall establish fair and equitable procedures consistent with university bylaws and NSHE Code provisions for conducting tenure and promotion evaluations. Those procedures shall apply the following criteria.
    1. Promotion to Assistant Professor (Rank II). A faculty member in Rank I shall be eligible for promotion to Rank II when the faculty member has attained a terminal degree in an appropriate professional field and has demonstrated potential for developing professional achievement in teaching, research and/or creative work, and service.
    2. Promotion to Associate Professor (Rank III). A faculty member in Rank II shall be eligible for promotion to Rank III when the faculty member has established a substantial record of achievement in teaching, scholarly and/or creative work, and service. A departmental recommendation for promotion to the rank of Associate Professor may precede, accompany, or follow upon a recommendation for tenure. Such recommendation shall include an "excellent" evaluation in teaching or scholarly and/or creative work, and at least a "satisfactory" evaluation in the other two areas. Departments and units shall obtain appropriate external evaluations of the faculty member's achievement according to procedures defined in their bylaws.
    3. Promotion to Professor (Rank IV). A faculty member in Rank III shall be eligible for promotion to Rank IV when the faculty member has established a sustained record of

excellence in a professional field. The record shall document publications or creative work judged significant by peers in the field; distinguished professional service; and distinction in teaching and related activities. The record may document exceptional administrative achievement as well. Departments and units shall obtain appropriate external evaluations of the faculty member's achievement according to procedures defined in their bylaws.

- F. Negative Recommendations. If a negative recommendation for promotion or tenure is received at any level, the faculty member has the right for reconsideration of the decision following the procedures in the university bylaws section 36.a. and the NSHE Code (5.2.3 & 5.2.4).

23. Retention and Promotion: Non-tenure-track Faculty.

- A. Eligibility for retained status. A non-tenure-track [0(II), 0(III), 0(IV)] member who is eligible for retained status may, at the discretion of the department or unit, be considered for retention after a six-year probationary period.
- B. Initiating Retention Consideration. The process is usually initiated by the department or unit. However, the applicant for retention may initiate the review process for retention following procedures defined by department or unit bylaws. The applicant's written materials shall demonstrate that the applicant has met the minimum standards for retained status set forth in section 23.C. below.
- C. Standards for Retention. The faculty member shall demonstrate a record of achievement in teaching, scholarly or creative work, or service, consistent with the faculty member's Statement of Professional Responsibilities and with the mission of the department or unit. Recommendation for retention shall include an "excellent" evaluation in the major area of responsibility of the faculty member, as determined by the department or unit involved, and at least a "satisfactory" evaluation in other areas of responsibility. Departments or unit bylaws may also include procedures for appropriate external evaluations of the faculty member's achievements.
- D. Procedures and Criteria. Department and unit bylaws shall establish fair and equitable procedures consistent with university bylaws and NSHE Code provisions for conducting evaluations for promotion of faculty who have been retained. Those procedures shall apply the following criteria.
  - 1. Promotion to Rank 0(II). A non-tenure-track faculty member in Rank 0(I) shall be eligible for promotion to Rank 0(II) when the faculty member has attained an appropriate advanced degree in the relevant professional field, and has demonstrated potential for developing professional achievement in teaching, research and/or creative work, or service.
  - 2. Promotion to Rank 0(III). A non-tenure-track faculty member in Rank 0(II) shall be eligible for promotion to Rank 0(III) when the faculty member has established a substantial record of achievement in his or her major area of responsibility.
  - 3. Promotion to Rank 0(IV). A non-tenure-track faculty member in Rank 0(III) shall be eligible for promotion to Rank 0(IV) when the faculty member has established a sustained record of excellence in his or her major area of responsibility.
- E. Negative Recommendations. If a negative recommendation for promotion or retention is received at any level, the faculty member has the right for reconsideration of the decision following the procedures in the university bylaws section 36.a. and the NSHE Code (5.2.3 & 5.2.4).