

**BYLAWS OF THE DEPARTMENT OF ACCOUNTING AND COMPUTER  
INFORMATION SYSTEMS**

UNIVERSITY OF NEVADA, RENO

Approved by the Department Faculty in March 2001

Approved by the Dean of the College of Business on October 26, 2009

Table of Contents

Authorization	2
Faculty Appointment, Duties and Evaluation	3

### **Authorization**

1. These Bylaws are authorized by Chapter 2 of the Bylaws of the College of Business Administration.

### **Scope of the Bylaws**

2. The Bylaws for the organizational and administration structure and the policies and procedures for the faculty of the Department of Accounting and Computer Information Systems (the Department) as defined in paragraph 5 of these Bylaws. These Bylaws shall be consistent with the College of Business Administration (COBA) Bylaws, the UNR Bylaws, the University and Community Colleges System of Nevada (UCCSN) Code, all laws of the State of Nevada and the United States. In the event of any conflict, the COBA Bylaws, the UNR Bylaws, the UCCSN Code or the laws of the State of Nevada, or laws of the United States shall prevail as appropriate.

### **Adoption of Department Bylaws**

3. These Bylaws shall be adopted and in full force and effect upon:
  - (a) approval by the faculty of the Department which shall be a simple majority vote obtained in a secret ballot conducted in accordance with paragraph 50 of these Bylaws;
  - (b) approval by the Dean of the College; and
  - (c) approval by the President.

### **Amendments to the Bylaws**

4. Any member of the Department faculty, the President, Chancellor or the Board of Regents may propose amendments to the Bylaws. A proposed amendment shall be submitted in writing to the chair of the department.

A proposed amendment shall be distributed to the Department faculty for discussion in a properly convened Department meeting. Any amendment shall be adopted upon:

- (a) approval by the Department faculty, which shall be a simple majority vote obtained in a secret ballot conducted in accordance with paragraph 50 of these Bylaws.
- (b) approval by the Dean of the college;
- (c) approval by the President.

## **FACULTY APPOINTMENT, DUTIES AND EVALUATION**

### **Definition of Faculty**

5. The faculty of the Department ('the faculty') shall consist of all academic faculty members with a rank of instructor or above and any lecturer in an authorized full time professional position of the Department not subject of mandatory termination within a period of one year from the date of appointment.

Membership of faculty shall be effective from the date of initial appointment as determined by a faculty member's contract of appointment.

### **Department Chair**

6. A Department Chair shall be recommended for appointment from among the full time faculty members.

The Department Chair shall be appointed by the President on the recommendation of the Dean and the Department faculty for a term agreed upon between the Dean, the members of the Department and the appointee. In no case shall such an appointment be for a term longer than three years.

The chair shall be eligible for reappointment if recommended by the department and concurred upon by the Dean.

In any case where the Department Chair will be absent from the University on official leave, or other approved University absence, for one or more semesters, the Dean shall appoint an Acting Chair who shall have all the powers of Department Chair during this period.

7. In the event of a vacancy in the position of chair, or at the end of each term of the Chair, the chair of the Department Personnel Committee shall convene a meeting of the Department to seek nominations for appointment of a chair.

The faculty of the Department shall vote in a secret ballot for one candidate from the nominees. The Department will then recommend to the Dean that the candidate receiving the most votes shall be appointed as chair.

If the Dean does not approve the Department's recommendation, the Dean shall respond to the Department in writing stating the reasons for his or her disapproval. In the event of disapproval by the Dean, the Department may either

submit an alternative recommendation for appointment or replacement of the Department chair, or appeal to the President for adjudication on its original recommendation.

### **Duties**

8. The Chair shall serve as the administrative officer of the Department. He or she shall be an ex-officio member of all Department committees except when he or she is being evaluated as either a faculty member or as chair.
9. The Chair shall be directly responsible to the Dean for the execution of college policy and the efficiency and educational effectiveness of the Department. The Department Chair shall be responsible to the Department faculty in administering and executing all policies established by the Department Bylaws.
10. The duties of the Department Chair, in his or her role as Department Chair, and in his or her role as an academic faculty member, shall be determined annually by the Dean in consultation with the Department Personnel Committee. The duties shall be documented in the role statement required of academic faculty members by paragraph 18 of these Bylaws. The role statement of the Department Chair shall be signed by the Dean and the Department Chair within two months after the start of each calendar year.
11. The Department Chair shall act at all times in accordance with these Bylaws to further the mission of the college and the Department.
12. The Department Chair shall be responsible for establishing timely means of communication to:
  - (a) inform the Department faculty of the actions of, or information from, the Dean and
  - (b) inform the Dean concerning pertinent actions taken by the Department. The Department Chair, at the request of the Dean or a majority of the Department, shall submit periodic reports reviewing the accomplishments and developments of the Department as well as its future development. The Dean or the faculty of the Department may request additional reports relating to the Department.

### **Academic faculty**

### **Appointment**

13. The allocation, recruitment and appointment of faculty will adhere to the general Provisions set forth in the UNR Bylaws.

14. Recruitment of new faculty shall be conducted by the Department according to the following procedures:

The Department shall elect not less than three members of the faculty to serve as and ad hoc Appointment Committee.

The ad hoc committee shall:

- (a) Develop criteria for the appointment of a suitable candidate.
- (b) Institute a search in accordance with University regulations.
- (c) Recommend to the Chair the three candidates considered to be most suitably qualified for invitation to the campus for interview by the Department. Alternate candidates may also be recommended.
- (d) Arrange for the candidates most suitably qualified to be brought to the campus for interview by all members of the Department wishing to take part in the interview process.
- (e) After obtaining the opinions of all members of the Department wishing to take part in the appointment process, make a recommendation to the chair and the Dean on the candidate or candidates considered most suitable for the appointment.

The Dean's recommendation for appointment will be communicated to the Department Chair and submitted to the Vice President for Academic Affairs.

### **Duties of Faculty**

15. The professional responsibilities and duties of a faculty member shall be determined in accordance with the provisions of Chapter III of the UNR Bylaws.
16. All faculty members shall perform their duties in a professional manner designed to further the mission of the Department, the College, and the University.
17. The specified professional responsibilities and performance expectations for each faculty member shall be determined annually by the Department Chair in consultation with the faculty member and the Dean in accordance with the College and Department bylaws. The specified professional responsibilities and performance expectations shall be documented within two months after the start of each calendar year in a role statement. The role statement shall be signed by the faculty member, the faculty member's Department Chair, and the Dean as evidence of their expectations for that faculty member for that calendar year.
18. Where a faculty member fails to prepare a role statement, or fails to obtain agreement of a role statement with the Dean and the Chair of the faculty member's Department, within three months after the start of any calendar year, the Dean and the Chair of the faculty member's Department, in consultation with the Department Personnel Committee and discussion with the faculty member,

will establish the professional responsibilities and performance expectations for that faculty member and evaluate that faculty member in accordance with those criteria.

### **Evaluation**

19. All personnel actions and decisions shall conform to the requirements of the UCCSN Code, the UNR Bylaws, the College Bylaws, the Department Bylaws, and the affirmative action equal opportunity policies of the University.

### **Annual Evaluations**

20. Every academic faculty member shall be evaluated annually in accordance with the process required by paragraph 53 of the COBA Bylaws on his or her performance as an academic faculty member during the prior calendar year. The purposes of the annual evaluation shall be to:
  - (a) provide guidance to the academic faculty member on the Department's opinion of his or her performance as an academic faculty member during the preceding year
  - (b) provide guidance to the Dean on the award of any merit monies.

### **Evaluation of the Chair**

21. An annual evaluation shall be made by the Department Personnel Committee on the performance of the Department Chair in his or her role as Chair. Such evaluation shall be in addition to the annual evaluation of the Chair as an academic faculty member in accordance with paragraph 20 of these Bylaws.

Input from all members of the faculty of the Department shall be obtained through the use of a questionnaire, or similar instrument, of appropriate format devised by the Department Personnel Committee.

### **Evaluation for Tenure and Promotion**

22. When an academic faculty member submits an application for either tenure or promotion, an evaluation shall be performed in accordance with the procedures contained in paragraph 53 of the COBA Bylaws except that
  - (a) the period of evaluation shall in every case, be based upon the performance of the faculty member for all years since appointment as a faculty member of the College. Where appropriate, the evaluation may also consider periods prior to the appointment as a faculty member of the College.
  - (b) the Department Personnel Committee shall be expanded to include both

the elected and appointed members of that Committee for that calendar year and all other tenured faculty members of the Department

### **Evaluation of Probationary Faculty**

23. Each probationary faculty member (those who have not been granted tenure) shall be evaluated annually by the Department Personnel Committee and by the Department Chair in each year following the third anniversary of the date of their original appointment. The purpose of such an evaluation shall be to:
- (a) provide guidance to the probationary faculty on their progress towards tenure.
  - (b) Provide guidance to the Dean concerning the annual extension of their contracts.

This evaluation shall be performed at the time of the annual evaluation of faculty required by paragraph 20 of these Bylaws and shall be in addition to the annual evaluation for the probationary faculty member required by that paragraph. The process and criteria for such an evaluation shall be in accordance with the procedures laid down in paragraph 53 of the COBA Bylaws, except that the performance for the whole period since the date of appointment of the probationary faculty shall be taken into consideration.

### **Criteria for Evaluation**

24. Criteria for the evaluation of faculty and for any recommendation for tenure, promotion, and merit shall be determined in accordance with the missions and Bylaws of the Department, the College, and the University and the role statement of the faculty member for the period of the evaluation.
25. The faculty of the Department may establish guidelines to be used in the annual assessment of the performance of the members of the Department and for recommendations for tenure and promotion. Such guidelines shall be an Appendix to these Bylaws and shall provide guidance to the Dean, the Department Chair, and the College and the Department personnel Committees on the criteria to be used for the evaluation of faculty. Adoption of such criteria shall be in accordance with the procedures contained in paragraph 4 of these Bylaws for "Amendment to the Bylaws".
26. The criteria for evaluation shall comply with Chapter III of the UNR Bylaws.

### **Committees**

## **Standing Committees**

### **Department Personnel Committee**

27. No later than forty five days after the commencement of each academic year, the Department shall elect four members of the full-time faculty to serve as a Department Personnel Committee for the forthcoming calendar year.

The Department Chair will conduct a secret ballot of all members of the Department at a properly convened Department meeting. Each member of the Department may vote in the secret ballot for up to three different members for appointment to the Department Personnel Committee. The three members of faculty receiving the most votes will be elected. The Department Chair will appoint the fourth member of the Committee. In making such an appointment, the Chair must seek to ensure that the composition of the Committee is representative of the interests of the Department as a whole. The members of the Department Personnel Committee shall elect or appoint a Chair of the Committee.

28. The duties of the Department Personnel Committee shall be to advise the Chair and the Dean on any matters relating to personnel issues. Such matters include, but are not restricted to, matters relating to the establishment of role statements, annual performance evaluation, recommendations for tenure and promotion, evaluation of untenured faculty with respect to their progress towards tenure, and evaluation of letters of appointment faculty.
29. The Department Personnel Committee shall have the power to seek such evidence as is reasonably necessary from any party for the performance of their duties.

### **Curriculum Committees**

30. The Chair shall appoint not less than three members of the Department faculty to serve as the Accounting Curriculum Committee.
31. The Chair shall appoint not less than three members of the Department faculty to serve as the Computer Information Systems Curriculum Committee.
32. Each Curriculum Committee shall appoint or elect a Chair of the Committee.
33. The duties of the Curriculum Committee shall be to advise the Chair on any matters relating to the curriculum. These duties include, but are not limited to, advice on the approval of any curriculum change, curriculum assessment, evaluations of proposals, results of independent study courses and any matter relating to the conduct or assessment practices of any Department course.

### **Appointment of Representatives to College Personnel, Curriculum, and Bylaws Committees**

34. The Department faculty shall elect by secret ballot one member of the Department to serve on each of the College Personnel Committee, the College Curriculum and the College Bylaws Committee at the time designated in College Bylaws. Each member of the Department faculty shall have one vote for each appointment. The faculty member receiving the most votes for each appointment shall be appointed as the Department representative.
35. No member of the Department may serve simultaneously on the College Personnel Committee, the Department Personnel Committee or the University Personnel Committee. If a member of the Department Personnel Committee is elected to the College Personnel Committee, or is appointed to the University Personnel Committee, their appointment to the Department Personnel Committee terminates immediately and the Chair shall appoint another member of the Department faculty to serve the remainder of that person's term on the Department Personnel Committee.
36. The Department Chair may not be appointed to the College Personnel Committee or the University Personnel Committee.

### **Ad Hoc Committees**

37. The Chair may establish ad hoc committees to facilitate the administration of the Department. He or she may appoint such committees and their Chair, or may provide for their election by the Department faculty.
38. By a majority vote at any Department meeting, the faculty may establish ad hoc committees and may define the sphere of activity, method of operation, composition and procedure for selecting members.

### **Meetings**

39. The Chair may convene a meeting of the Department faculty at any time by giving not less than seven calendar days notice of the date of the meeting. The Chair shall convene not less than two faculty meetings in each academic year.
40. A Department meeting shall be convened by the Chair to consider any matter upon a written petition presented to the Chair and signed by at least five members of the Department faculty. The meeting shall be convened no later than twenty one calendar days following receipt of the petition.

41. The Chair shall prepare an agenda for each meeting detailing those items requiring faculty action and shall distribute the agenda to all members of the Department faculty not later than seven calendar days prior to the meeting.
42. Agenda items may be offered by any faculty member. Any agenda item received by the Chair no later than five calendar days preceding the meeting shall be considered at the meeting. Items received later than five calendar days preceding a meeting may be discussed at the meeting under the heading of "Other Business" but may not be subjected to a vote of faculty.
43. A quorum shall consist of fifty-one percent of the Department faculty.
44. The Chair shall arrange for minutes of each faculty meeting to be taken.
45. Meetings of the faculty shall be governed by the latest edition of Robert's Rules of Order.
46. By a majority vote in a Department meeting, any question may be submitted to the entire Department faculty for a vote by secret mail ballot.
47. Any member of the faculty may appoint another member to act as a proxy. Notification in writing of the appointment of a proxy shall be given to the chair prior to the start of any meeting for which the proxy is to be effective.
48. Any action taken in a Department meeting may be subjected to a further vote by secret mail ballot by the entire Department faculty if a written petition asking for such is presented to the chair and signed by at least twenty-five percent of the Department faculty within ten calendar days of the date of the meeting.
49. Voting by mail ballot shall be subject to the following regulations:
  - (a) The Chair shall prepare and distribute the ballots no later than fourteen calendar days after the receipt of a petition or request for action.
  - (b) One ballot shall be mailed to each faculty member entitled to vote.
  - (c) The ballots shall be returned to the Chair using the two-envelope method no later than ten calendar days after the distribution of the ballot. The faculty member must sign the ballot or an envelope in which the ballot is returned.
  - (d) The Chair shall open the ballots and shall count the votes in the presence of another member of the faculty and shall report the result of the vote to the faculty.

#### **Notice of Meeting by E-Mail**

50. Any notice required by these Bylaws to be communicated to any member of the faculty or to the Chair may be communicated through electronic mail, except that any faculty member may inform the chair that they wish to receive notification of any communication through campus mail.

**Receipt of Notice**

51. Notice shall be deemed to have been received when sent by electronic mail or when sent by campus mail, when placed in the faculty member's correspondence folder.