

# BYLAWS OF THE COLLEGE OF BUSINESS ADMINISTRATION

UNIVERSITY OF NEVADA, RENO

Approved by the College Faculty on March 29, 1996

Approved by the President on April 1, 1997

## TABLE OF CONTENTS

I: COLLEGE BYLAWS	Sections 1-4	Page 1
Authorization	1	
Scope of the Bylaws	2	
Adoption of College Bylaws	3	
Amendments to the Bylaws	4	
II: CONSTITUENT UNIT BYLAWS	Sections 5-12	Pages 2-3
III: FACULTY APPOINTMENT, DUTIES AND EVALUATION	Sections 13-73	Pages 3-14
Definition of Faculty	13	
<u>The Dean</u>	Sec. 14-24	
Appointment of the Dean	15-16	
Temporary Vacancies	17-18	
Responsibilities and Duties	19-21	
Evaluation of the Dean	22-24	
<u>Associate and Assistant Deans</u>	Sec. 25-30	
Appointment	26	
Duties	27	
Evaluation	28-30	
<u>Department Chairs</u>	Sec. 31-42	
Appointment	32-34	
Duties	25-39	
Evaluation	40-42	
<u>Academic Faculty</u>	43-57	
Appointment	Sec. 43-44	
Reappointment of probationary faculty	45-46	
Duties	47-50	
Evaluation:	51-57	
Annual evaluations	52-53	
Evaluation for tenure and promotion	54	
Criteria for evaluation	55-57	
<u>Administrative Faculty</u>	Sec. 58-65	
Appointment	58-59	
Duties	60-62	
Evaluation	63-65	
<u>Institute Directors</u>	66-73	
Appointment	67-68	
Duties	69-70	
Evaluation	71-73	
IV: FACULTY COMMITTEES	Sections 74-92	Pages 14-17
The College Personnel Committee	74-81	
The College Bylaws Committee	82-86	
College Curriculum Committee	87-90	
Ad hoc Committees	91-92	
V: FACULTY MEETINGS	Sections 93-104	Pages 17-18
College Secretary	93	
Meetings	94-104	
VI: ADJUDICATION	Sections 105-116	Pages 18-20
Enforcement and Interpretation of Bylaws	105-109	
Adjudication	110-116	

## **CHAPTER I: COLLEGE BYLAWS**

### **Authorization**

1. These Bylaws are authorized by Section 2.1.1 of the Bylaws of the University of Nevada, Reno (UNR).

### **Scope of the Bylaws**

2. The Bylaws provide for the organizational and administrative structure and the policies and procedures for the faculty of the College of Business Administration (the College) as defined in Section 13 of these Bylaws. These Bylaws shall be consistent with the UNR Bylaws, the Nevada System of Higher Education (NSHE) Code, all laws of the State of Nevada and the United States. In the event of any conflict the UNR Bylaws, the NSHE Code or the laws of the State of Nevada, or laws of the United States shall prevail as appropriate.

### **Adoption of College Bylaws**

3. These Bylaws shall be adopted and in full force and effect upon:
  - a) approval by the faculty of the College of Business Administration which shall be a simple majority vote obtained in a secret ballot conducted in accordance with Section 104 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 College 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 Faculty Secretary.

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

- a) approval by the College faculty, which shall be a majority of two votes in favor to every one against of those voting in a secret ballot conducted in accordance with Section 104 of these Bylaws;
- b) approval by the Dean of the College; and
- c) approval by the President.

## **CHAPTER II: CONSTITUENT UNIT BYLAWS**

5. The College is divided into the following constituent units:
  - a) Academic Departments
    - The Department of Accounting and Information Systems
    - The Department of Economics
    - The Department of Managerial Sciences
  - b) Administrative units
    - The Bureau of Business and Economic Research
    - The Small Business Development Center
6. Each constituent unit shall develop and adopt bylaws which shall not conflict with the College Bylaws. Those bylaws will provide for the organizational and administrative structure and personnel policies and procedures of each constituent unit.
7. In the event of any conflict between any unit bylaws and these Bylaws, the College Bylaws shall prevail.
8. Unit bylaws shall be developed in accordance with the mission and priorities of the constituent unit which shall be related to the mission and priorities of the College.
9. The bylaws of academic departments (department bylaws) shall specifically provide for the following:
  - a) procedures for establishment and approval of the department bylaws and any amendments thereto;
  - b) specific guidelines, standards and procedures to identify professional responsibilities;
  - c) procedures for personnel evaluation and personnel recommendations in accordance with the provisions of the UNR Bylaws and these Bylaws;
  - d) procedures for the appointment and replacement of the department chair;
  - e) the duties, responsibilities and authority of the department chair and the means of annual evaluation;
  - f) the duties, responsibilities and authority of department committees;
  - g) conduct of department meetings and notices thereof;
  - h) voting rights of the faculty of the department;
  - i) search procedures for the appointment of faculty;
  - j) procedures for the establishment, control and evaluation of any institute operating under the auspices of the department.
10. Constituent unit bylaws may additionally provide for any procedures not in conflict with the NSHE Code, UNR or College Bylaws.

11. Any constituent unit bylaws and amendments thereto, after approval by the unit, shall be submitted to the College Bylaws Committee to determine uniformity in scope with other constituent unit bylaws within the College and conformity with these Bylaws, the UNR Bylaws and the NSHE Code. The Bylaws Committee shall make a recommendation to the Dean.
12. Prior to their coming into force, any constituent unit bylaws, and amendments thereto, must be approved by the Dean.

### **CHAPTER III: FACULTY APPOINTMENT, DUTIES AND EVALUATION**

#### **Definition of Faculty**

13. The faculty of the College of Business Administration ('the faculty') comprises the Dean, Associate and Assistant Deans, and academic faculty with a rank of instructor or above and any lecturer and administrative faculty in an authorized full time professional position of the College of Business Administration not subject to 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.

#### **The Dean**

14. The Dean of the College shall be the chief administrator and executive officer of the College, the chair of its faculty, and an ex officio member of all its committees except where he or she is being evaluated in accordance with Section 22 of these Bylaws.

#### **Appointment of the Dean**

15. When the President announces to the faculty of the College the impending vacancy of the position of Dean, the faculty and the President shall nominate an Appointment Committee. The Appointment Committee shall comprise five members of the faculty of the University, or others, nominated by members of the College faculty. The President may appoint not more than four additional members to the Committee from the faculty or from the community.

The Secretary of the faculty shall conduct a secret mail ballot of all candidates nominated for appointment. The five receiving the most votes shall be elected. First and second alternate members may be elected at the time of the original ballot to fill any vacancies that may occur on the committee.

16. After conducting a nation-wide search in accordance with affirmative action procedures, and after consulting with faculty in a faculty meeting, the

Appointment Committee shall recommend to the President a ranked slate of at least three candidates for Dean.

The Appointment Committee shall make a recommendation to the President on:

- (a) the period of appointment of the Dean;
- (b) the rights of the Dean with respect to appointment with tenure as an academic faculty member;
- (c) the duties of the Dean.

### **Temporary Vacancies**

17. In the event that a vacancy occurs prior to the expiration of the Dean's term of office, the President shall appoint an Acting Dean. Within ten working days of the announcement of an existing vacancy or of a forthcoming vacancy, whichever is earlier, the College Personnel Committee shall meet as an advisory committee to assist the President in the appointment of an Acting Dean.

The Acting Dean shall serve until the appointment of a Dean as provided in the Bylaws, but no longer than twelve months.

If, at the end of twelve months, no appointment of a Dean has been made, the procedures described in this section for appointment of an Acting Dean shall be re-performed.

18. In the event of a temporary absence or incapacity of the Dean, an Associate Dean may be authorized by the President to assume the authority and function of the Dean. If an Associate Dean is unavailable, the President shall appoint a Dean pro tem.

### **Responsibilities and Duties**

19. The Dean shall be directly responsible to the President and the Provost for the execution of university policy.
20. The duties of the Dean shall be determined by the President and the Provost and shall be documented annually in a role statement. The role statement for the forthcoming year shall be signed by the Dean and the Provost within two months after the start of each calendar year.

Where the Dean fails to prepare, or agree to, a role statement in any year, the provisions of Section 61 of these Bylaws shall apply.

The Dean shall act in accordance with these Bylaws to further the mission of the college as set out in the Mission Statement, included as an Appendix to these Bylaws.

21. The Dean shall be responsible for establishing a means of communication to:

- (a) inform the faculty of actions of, or information from, the President, the Provost, or other university administrators which may be of significance to members of the faculty;
- (b) inform the President, the Provost, or other university administrators of matters which may be of significance to members of the faculty as determined by the Dean.

### **Evaluation of the Dean**

- 22. An annual evaluation of the Dean shall be made by a committee comprising each department chair and the members of College Personnel Committee. The committee shall establish the criteria for evaluation in accordance with the role statement of the Dean and through consultation with the members of the college faculty. The committee must obtain input from the members of faculty through the use of a questionnaire, or similar instrument, of appropriate format devised by the committee.
- 23. The committee's evaluation shall be presented to the Dean prior to it being forwarded to the Provost or the President. The Dean may, within fifteen days of receiving the committee's evaluation, make such comments as he or she deems appropriate.
- 24. The committee's evaluation of the Dean, together with any comments made by the Dean, shall be forwarded to the Provost and the President.

### **Associate and Assistant Deans**

- 25. The Dean may be assisted by Associate Deans and/or Assistant Deans.

### **Appointment**

- 26. Any Associate or Assistant Dean shall be appointed by, and shall serve at the pleasure of, the Dean.

A new position of Associate or Assistant Dean shall not be created by the Dean without prior approval from the faculty obtained by a majority vote of faculty at a properly convened faculty meeting.

When service as an Associate or Assistant Dean is terminated, a member of faculty who held an academic position at the time of appointment as Associate or Assistant Dean shall have an equivalent position available in his or her department. Unless approved by the members of faculty at the time of appointment, an Associate or Assistant Dean who does not have academic rank at the time of appointment shall be subject to the rules for appointment of academic faculty contained in Sections 43-44 of these Bylaws when the period of service as Associate or Assistant Dean is terminated.

### **Duties**

27. The duties of any Associate or Assistant Dean shall be determined by the Dean in consultation with the faculty. The duties of any Associate or Assistant Dean for the forthcoming calendar year shall be documented annually in a role statement. The role statement shall be signed by the Dean and the Associate or Assistant Dean within two months after the start of each calendar year.

Where any Associate or Assistant Dean fails to prepare, or agree to, a role statement in any year, the provisions of Section 61 of these Bylaws shall apply.

### **Evaluation**

28. An annual evaluation of an Associate or Assistant Dean shall be made by a committee comprising each department chair and the members of the College Personnel Committee. The committee shall establish the criteria for evaluation in accordance with the role statement of each Associate or Assistant Dean and in consultation with the Dean and the members of the college faculty. Input from all members of the faculty may be obtained through the use of a questionnaire, or similar instrument, of appropriate format devised by the committee and approved by the Dean. Where appropriate, the annual evaluation performed by the committee shall be in addition to any annual evaluation made by a department of an Assistant and/or Associate Dean who has academic faculty responsibilities in accordance with Sections 52-57 of these Bylaws.
29. Prior to any evaluation made by the committee being forwarded to the Dean, it shall be presented to the Associate or Assistant Dean. The Associate or Assistant Dean may, within fifteen days of receiving the committee's evaluation, make such comments as he or she deems appropriate.
30. The evaluation of the committee, together with any comments made by the Associate or Assistant Dean, shall be forwarded to the Dean.

### **Department Chairs**

31. Each academic department shall have a department chair appointed from among their full time faculty members.

### **Appointment**

32. The bylaws of each department shall contain procedures for the recommendation for appointment and replacement of a department chair.
33. After consideration of the department's recommendation, the Dean shall submit the nomination to the President for approval. 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 a department chair, or appeal to the President for adjudication on its original recommendation.
34. Department chairs are appointed by the President on the recommendation of the Dean for a period of appointment agreed upon between the Dean, the members of the department and the appointee. In no case shall the period of such an appointment be longer than three years.

### **Duties**

35. The department chair shall serve as the administrative officer of his or her 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.
36. The department chair shall have the principal departmental responsibility for the promotion of college policy within the department and the efficiency and educational effectiveness of his or her department. Each department chair shall be responsible to the department faculty in administering and executing all policies established by the department bylaws.
37. The duties of each department chair, in his or her role as department chair, and the duties of each chair, in his or her role as an academic faculty member, shall be determined annually by the Dean in consultation with the department's personnel committee. The duties shall be documented in the role statement required of academic faculty members by Section 49 of these Bylaws. The role statement of each department chair shall be signed by the Dean and the department chair within two months after the start of each calendar year.

Where any chair fails to prepare, or agree to, a role statement in any year, the Dean, in consultation with that department's personnel committee, may establish the professional responsibilities and performance expectations for that chair and evaluate the chair in accordance with those criteria.

38. The department chairs shall act at all times in accordance with these College Bylaws and the department bylaws to further the mission of the college and the department.
39. The department chairs 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 chairs, at the request of the Dean, shall submit periodic reports reviewing the accomplishments and developments of their department as well as

its future development. The Dean may request additional reports peculiar to individual departments.

### **Evaluation**

40. An annual evaluation shall be made by the Personnel Committee of each department on the performance of its department chair in his or her role as chair. Such evaluation shall be in addition to the annual evaluation of the chairs as academic faculty members in accordance with Section 52-53 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.

41. Prior to any evaluation made by the Department Personnel Committee being forwarded to the College Personnel Committee or the Dean, it shall be presented to the department chair. The chair may within fifteen days of receiving the committee's evaluation make such comments as he or she deems appropriate.
42. The evaluation of the Department Personnel Committee, together with any comments made by the chair, shall be forwarded to the College Personnel Committee. The College Personnel Committee shall determine that any evaluation has been equitably performed in accordance with the College and department bylaws. The College Personnel Committee shall make a recommendation to the Dean in this respect and forward the evaluation to the Dean.

### **Academic Faculty**

#### **Appointment**

43. The allocation, recruitment and appointment of faculty will adhere to the general provisions set forth in the UNR Bylaws.
44. Recruitment of new faculty shall be conducted by the department according to the procedures outlined in the respective department bylaws. The final nominees of the department are recommended to the Dean, who will evaluate the nominees in consultation with the department chair. The Dean's recommendation will be communicated to the department chair and submitted to the Provost.

#### **Reappointment of probationary faculty**

45. Probationary faculty (those who have not been granted tenure) are offered annual extension of their contracts by the Provost on the recommendation of the Dean, according to UNR Bylaws. The Dean may act upon department recommendations, College Personnel Committee recommendations, or other criteria to recommend to the Provost that a probationary faculty member's contract of appointment not be renewed.

46. Each probationary faculty member (those who have not been granted tenure) shall be evaluated annually in each year following the third anniversary of the date of their original appointment by their department personnel committee and by his or her department chair. 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 Section 52 of these Bylaws and shall be in addition to the annual evaluation for the probationary faculty member required by those Sections.

The process and criteria for such an evaluation shall be in accordance with the procedures laid down in Sections 52-57 except that:

- a) the performance for the whole period since the date of appointment of the probationary faculty shall be taken into consideration;
- b) the Dean need not forward a recommendation to the Provost.

### **Duties**

47. The professional responsibilities and duties of a faculty member shall be established in accordance with the provisions of Section 3.3 of the UNR Bylaws.
48. All faculty members shall perform their duties in a professional manner designed to further the mission of their department, the College, and the University.
49. 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.
50. 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, in any calendar year, the Dean and the chair of the faculty member's department, in consultation with that department's personnel committee and discussion with the faculty member, may establish the professional responsibilities and performance expectations for that faculty member and evaluate that faculty member in accordance with those criteria.

### **Evaluation**

51. All personnel actions and decisions shall conform to the requirements of the NSHE Code, the UNR Bylaws, the College Bylaws, the department bylaws, and the affirmative action equal opportunity policies of the University.

### **Annual evaluations**

52. Every academic faculty member shall be evaluated annually on his or her performance as an academic faculty member during the prior calendar year. The purpose 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.
53. The performance of every academic faculty member shall be evaluated annually in accordance with the following process:
- a) Each department shall appoint a department personnel committee from its members in accordance with the department bylaws.
  - b) The department personnel committee shall perform an evaluation of the contributions for the prior year of each member of the department faculty based on the criteria laid down in the College and department bylaws and the role statement of the faculty member. The department personnel committee shall forward a recommendation in writing on each faculty member to the chair of the department.
  - c) The chair of the department shall perform an evaluation of the performance of each faculty member, other than him or herself, based upon the criteria laid down in the College and department bylaws and after consideration of the recommendations of the Department Personnel Committee and the role statement of the faculty member.
  - d) The written recommendations of the department personnel committee and the department chair for a member of faculty shall be presented to that member prior to their being forwarded to the Dean. The faculty member shall have the right to respond in writing within fifteen days to any matter contained in the recommendations of the department personnel committee or the department chair. The response shall be considered by the department personnel committee who must take such action as they deem appropriate and inform the faculty member concerned of those actions. The recommendations of the department personnel committee and the department chair, together with any written response by the faculty member, shall be forwarded to the Dean for consideration by the College Personnel Committee. The College Personnel Committee shall review the recommendations of the department personnel committees and the department chairs, together with any written response by the faculty member. The purpose of the review by the College Personnel Committee shall be to determine that the annual evaluations performed by any department personnel committee or chair has been performed in an equitable manner and in accordance with the University, College, and department Bylaws. The College Personnel Committee may make such further

recommendations to the Dean as it deems appropriate. The Dean shall make an overall assessment of each faculty member after consideration of any recommendations of the Department Personnel Committee, the department chair, the College Personnel Committee and any response made by the faculty member. The Dean shall communicate in writing to each faculty member his or her overall assessment. The Dean shall make the final decision on any recommendation to be made to the Provost and for the award of any merit monies.

### **Evaluation for tenure and promotion**

54. When an academic faculty member submits an application for either tenure or a promotion, an evaluation shall be performed in accordance with the procedures contained in Section 53 except that 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.

### **Criteria for evaluation**

55. Criteria for the evaluation of faculty and for any recommendation for tenure, promotion and merit shall be determined in accordance with the missions of the department, the College and the University and the role statement of the faculty member for the period of the evaluation.
56. The basis used for any evaluation shall comply with Section 3.3 of the UNR Bylaws.
57. The faculty of the College may develop additional criteria or guidelines for the award of tenure, promotion or merit. Such guidelines shall be an Appendix to these Bylaws and shall provide guidance to the Dean, the department chair and any College or department personnel committee on the criteria to be used for the evaluation of faculty. Adoption of such criteria shall be in accordance with the procedures contained in Section 4 of these Bylaws.

### **Administrative Faculty**

#### **Appointment**

58. Administrative faculty shall be appointed by the Dean.
59. No new administrative faculty position shall be created by the Dean without prior consultation with the faculty at a properly convened faculty meeting.

#### **Duties**

60. The specified professional responsibilities and performance expectations for each administrative faculty member shall be determined annually by the Dean in consultation with the faculty member and, where appropriate, the head of the unit or institute to which the faculty member is assigned. The specified professional responsibilities and performance expectations shall be documented within two months of the start of each calendar year in a role statement. The role statement shall be signed by the faculty member, the Dean and, where appropriate, the head of the unit or institute to which the faculty member is assigned as evidence of their expectations for that faculty member for that calendar year.
61. Where an administrative faculty member fails to prepare, or agree to, a role statement in any calendar year, the Dean, in consultation with the head of the faculty member's unit or institute to which that faculty member is assigned, and/or the College Personnel Committee, where appropriate, may establish the professional responsibilities and performance expectations for that faculty member and evaluate that faculty member accordingly.
62. The duties of each administrative faculty member shall conform to the requirements of the UNR Bylaws and the NSHE Code.

### **Evaluation**

63. Each administrative faculty member shall be evaluated annually in accordance with the bylaws of the unit to which the faculty member is assigned and such procedures as laid down by the Dean in consultation with the head of the unit or institute to which the faculty member is assigned.
64. The criteria for evaluation and any recommendation for tenure, promotion or merit of any administrative faculty member shall be determined by the Dean, and, where appropriate, the head of the unit or institute to which the faculty member is assigned and the College Personnel Committee. The criteria for evaluation shall be in accordance with that faculty member's role statement, the bylaws of the unit to which the faculty member is assigned and the missions and bylaws of the College, the University and the NSHE Code.
65. Every evaluation made of an administrative faculty member shall be presented to that faculty member. The faculty member may, within fifteen days of receiving any evaluation, make such comments as he or she deems appropriate. Where any evaluation of an administrative faculty member is to be forwarded to another party, the evaluation shall be presented to the faculty member at least ten days prior to the date on which the evaluation is to be forwarded to that other party.

### **Institute Directors**

66. The Dean may establish institutes to further the mission of the College and may appoint academic or administrative faculty as institute directors.

### **Appointment**

67. No institute shall be established, nor any institute director appointed, without prior approval from the faculty obtained by a majority vote of faculty at a properly convened faculty meeting.
68. An institute director shall serve at the pleasure of the Dean. When such service is terminated, a member of faculty having an academic position at the time of appointment shall have an equivalent position available in his or her department. Unless approved by the members of faculty at the time of appointment, an institute director who does not have academic rank at the time of appointment shall be subject to the rules for appointment of academic faculty contained in Sections 43 and 44 of these Bylaws when the period of service as institute director is terminated.

### **Duties**

69. The duties of any institute director shall be determined by the Dean in consultation with the head of the faculty member's unit or the faculty at large, as appropriate.
70. The specified professional responsibilities and performance expectations for each institute director shall be determined annually by the Dean in consultation with the institute director and, where the institute director has other responsibilities to a faculty unit, the chair of the institute director's unit. The specified professional responsibilities and performance expectations shall be documented within two months of the start of each calendar year in a role statement. The role statement shall be signed by the institute director and the Dean and, where applicable, the head of the institute director's unit, if appropriate, as evidence of their expectations for that institute director for that calendar year. Where any institute director fails to prepare, or agree, a role statement in any year, the provisions of Section 61 of these Bylaws shall apply.

### **Evaluation**

71. An annual evaluation of an institute director shall be made by an ad hoc committee comprising the heads of the units of the College and such other members of faculty as the Dean considers appropriate. The ad hoc committee shall establish the criteria for evaluation in consultation with the Dean, and the role statement of the institute director. Input from all members of the faculty may be obtained through the use of a questionnaire, or similar instrument, of appropriate format devised by the ad hoc committee and approved by the Dean.

- Where appropriate, the annual evaluation performed by the ad hoc Committee shall be in addition to, and a component part of, any annual evaluation made by a department of an institute director who has academic faculty responsibilities.
72. Prior to any evaluation made by the ad hoc committee being forwarded to the Dean, it shall be presented to the institute director. The institute director may within fifteen days of receiving the committee's evaluation make such comments as he or she deems appropriate.
73. The evaluation of the committee, together with any comments made by the institute director, shall be forwarded to the Dean.

## **CHAPTER IV: FACULTY COMMITTEES**

### **The College Personnel Committee**

74. The College Personnel Committee shall:
- a) be responsible for advising the Dean on any matter relating to the continuing employment, tenure, promotion, annual evaluation or merit award of any faculty member;
  - b) be responsible for determining that the procedures for any evaluation of a faculty member have been equitably carried out in accordance with the University, College and unit bylaws;
  - c) be initially responsible for the hearing of any personnel grievance matter brought by a member of faculty.
75. In making any recommendation, the Committee shall follow the UNR Bylaws, the criteria established in these Bylaws, the mission of the College, and any further personnel criteria established by the College or department bylaws.
76. The College Personnel Committee may require from a faculty member or any unit or department any information that it considers is pertinent to the making of its decision on any matter.
77. The Department of Accounting and Information Systems, the Department of Economics and the Department of Managerial Sciences shall each elect one member from the full-time members of its faculty who shall each serve for a two year term. The Dean may appoint one further full-time faculty member to serve on the Committee for a period to be determined by the Dean but which shall not exceed two years. In order to provide continuity of membership on the Committee, the election of the member from the Department of Accounting and Information Systems and any appointment by the Dean should not normally be made in the same year as the other elections to the Committee.
78. Nominations to the Committee for the following academic year shall be made and, where necessary, elections shall be held during the spring semester of that

- year. In the event of a vacancy occurring for any reason during the year, the Dean shall forthwith appoint a member of the faculty from the department of the member causing the vacancy to serve out the year, whereupon a nomination and election shall be held for a representative for the remainder of the vacated term.
79. The member of the Committee shall appoint or elect one of their members as chair of the committee.
80. No faculty member may serve simultaneously on a department, College, and/or University Personnel Committee.
81. No Dean, associate dean, assistant dean or department chair may serve on a College or University Personnel Committee. No faculty member seeking tenure or promotion shall serve on a department, College or University Personnel Committee from the date of making an application for promotion or tenure until the end of that academic year. No faculty member on any personnel committee shall participate in any discussion or vote on any matter relating to his or her own personnel evaluation.

#### **The College Bylaws Committee**

82. The College Bylaws Committee shall be responsible for advising the Dean on any matters relating to the College and unit bylaws and amendments thereto, including their conformity to the College and UNR Bylaws and the NSHE Code. The Committee shall further advise the Dean on questions of interpretation of the College and unit bylaws.
83. The College Bylaws Committee shall inquire into any apparent violation of the College Bylaws by any member of faculty. It may require the production of such evidence as it deems necessary to substantiate, or refute, a claim that these Bylaws have not been observed.
84. The Department of Accounting and Information Systems, the Department of Economics and the Department of Managerial Sciences shall each elect one member from the full-time members of its faculty who shall each serve for a two year term. The Dean may appoint one further full-time faculty member to serve on the Committee for a period to be determined by the Dean but not to exceed two years. In order to provide continuity of membership on the Committee, the election of the member from the Department of Accounting and Information Systems and any appointment by the Dean should not normally be made in the same year as the other elections to the Committee.
85. Nominations to the Committee for the following academic year shall be made and, where necessary, elections shall be held during the spring semester of that year. In the event of a vacancy occurring for any reason during the year, the Dean shall forthwith appoint a member of the faculty from the department of the

- member causing the vacancy to serve out the year, whereupon a nomination and an election shall be held for a representative for the remainder of the vacated term.
86. The members of the Committee shall elect or appoint one of their members as chair of the Committee.

### **College Curriculum Committee**

87. The College Curriculum Committee shall be responsible for the review of any matter relating to the College and department curriculum and amendments thereto. The Committee shall further advise the Dean on any proposal to amend curriculum content prior to its implementation by the College or any department.
88. The Department of Accounting and Information Systems, the Department of Economics and the Department of Managerial Sciences shall each elect one member from the full-time members of its faculty who shall each serve for a two year term. The Dean may appoint one further full-time faculty member to serve on the Committee for a period to be determined by the Dean but not to exceed two years. In order to provide continuity of membership on the Committee, the appointment of the member from the Department of Accounting and Information Systems and any appointment by the Dean should not normally be made in the same year as the other appointments to the Committee.
89. Nominations to the Committee for the following academic year shall be made and, where necessary elections shall be held, during the spring semester of that year. In the event of a vacancy occurring for any reason during a year, the Dean shall forthwith appoint a member of the faculty from the department of the member causing the vacancy to serve out the year, whereupon a nomination and an election shall be held at the usual time for the remainder of the vacated term.
90. The members of the Committee shall elect or appoint one of their members as chair of the Committee.

### **Ad hoc Committees**

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

## **CHAPTER V: FACULTY MEETINGS**

### **College Secretary**

93. The Dean shall arrange for the election or appointment of a College Secretary from among the members of faculty. The term of appointment shall be determined by the Dean but shall not exceed three years. The duties of the College Secretary shall be to:
- a) review the minutes of College faculty meetings
  - b) receive notification of proxies
  - c) count mail ballots;
  - d) perform other duties as determined by the Dean of the College or the College faculty.

### **Meetings**

94. The Dean may convene a meeting of the College faculty at any time by giving not less than fourteen days notice of the date of the meeting. The Dean shall convene not less than two faculty meetings in each academic year.
95. A faculty meeting shall be convened by the Dean to consider any matter upon a written petition presented to the Dean and signed by at least ten members of the College faculty. The meeting shall be convened no later than twenty one days following receipt of the petition.
96. The Dean shall prepare an agenda for each meeting detailing those items requiring faculty action and shall distribute the agenda to all members of the College faculty not later than seven days prior to the meeting.
97. Agenda items may be offered by any faculty member. Any agenda item received by the Dean no later than ten days preceding the meeting shall be considered at the meeting. Items received later than ten 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.
98. A quorum shall consist of fifty-one percent of the College faculty.
99. The Dean shall arrange for minutes of each faculty meeting to be taken. Minutes of a faculty meeting shall be prepared and distributed to all members of faculty no later than twenty-one days after the meeting.
100. Meetings of the College faculty shall be governed by the latest edition of Robert's Rules of Order.
101. By a majority vote in a College faculty meeting, any question may be submitted to the entire College faculty for a vote by secret mail ballot.

102. 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 College Secretary by the faculty member prior to the start of any meeting for which the proxy is to be effective.
103. Any action taken in a College faculty meeting may be subjected to a further vote by secret mail ballot by the entire College faculty if a written petition asking for such is presented to the Dean and signed by at least twenty-five percent of the College faculty within ten days of the date of the meeting.
104. Voting by mail ballot shall be subject to the following regulations:
  - a) The Faculty Secretary shall prepare and distribute the ballots no later than fourteen 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 signed by the faculty member and shall be returned to the Secretary using the two envelope method no later than ten days after the distribution of the ballot.
  - d) The Secretary 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.

## **CHAPTER VI: ADJUDICATION**

### **Enforcement and Interpretation of Bylaws**

105. In the event of the Dean of the College not approving the Bylaws of the College, or any amendment thereto, which have obtained proper approval by the faculty, the Dean shall forthwith provide to the Faculty Secretary a statement in writing setting out the reasons for his or her inability to approve the Bylaws or any amendment. The Faculty Secretary will forthwith convene a meeting of faculty to reaffirm the opinion of the members of faculty in accordance with the procedures described in Section 4 of the Bylaws.
106. Where any individual faculty member considers that any provision of these Bylaws, of any constituent unit bylaws, has not been followed by any other member of faculty, he or she shall state that fact in writing to the Dean and the College Bylaws Committee. If requested by the faculty member, the College Personal Committee shall meet and prepare an adjudication in writing.
107. Questions of interpretation of these Bylaws and any unit bylaws shall be directed to the Dean of the College. Where a member of the faculty disagrees with the Dean's interpretation of the Bylaws, the member of faculty may request an interpretation of the Bylaws from the College Bylaws Committee by submitting a request in writing to the Faculty Secretary.

108. On receipt of a request from a faculty member, the College Bylaws Committee will convene a meeting and will prepare an interpretation in writing.
109. Adjudications and interpretations of the Bylaws by the College Bylaws Committee shall not be binding on the faculty member or the Dean. In the event of disagreement, either the faculty member or the Dean may seek further adjudication in accordance with Sections 110-116 of these Bylaws.

### **Adjudication**

110. Where resolution of any issue in dispute between the Dean and the members of faculty as a whole cannot be achieved, the members of faculty may appeal to the President for an adjudication or for the appointment by the President of an adjudication committee. The adjudication of the President, or an adjudication committee appointed by the President, shall be binding on the Dean and the members of faculty.
111. Where the Dean considers that any action of an individual faculty member does not conform to these Bylaws or the UNR Bylaws, the Dean shall present his or her position to the faculty member in writing.
112. If a department chair, or unit head, disapproves of any action approved by a vote of department or unit faculty, he or she shall state in writing his or her reasons for disapproval. This statement shall be submitted along with the original action to the Dean for adjudication.
113. Where any individual faculty member disapproves of any matter or action taken by the Dean, a department chair, unit head or any other faculty member, he or she shall state in writing to the department chair or unit head and the Dean the reasons for his or her disapproval. The Dean, or the department chair or unit head may refer the matter to the faculty member's department personnel committee or the College Personal Committee, as appropriate, for adjudication.
114. In matters concerning tenure, promotion, annual evaluation or merit awards, appeals shall be made through the following channels: department chair or unit head, College Personnel Committee, Dean.
115. Where any committee of the College or a department is requested to make any adjudication, the committee shall convene a meeting within ten working days to make an adjudication. The committee shall communicate any recommendation made by the committee to the Dean, the faculty member and the head of the faculty member's unit within seven working days of making any decision at a meeting.

116. Any adjudication or decision made by a department chair or unit head, the College Personnel Committee, the College Bylaws Committee or the Dean shall not preclude any member of faculty from pursuing the grievance procedures contained in Section 3.2 of the UNR Bylaws.

