

**BYLAWS OF THE DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL SCIENCES
UNIVERSITY OF NEVADA, RENO**

Approved by the Department Faculty in 1995

Approved by the President on February 10, 1996

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These Bylaws are established under Paragraph 1, 3, 4 of the Nevada System of Higher Education Code (7 July 1972: Rev. June 6, 1993) and the University of Nevada Reno Bylaws Part 2. 1.2 . They are to serve and implement the University and College of Agriculture Bylaws and to provide for the orderly operations of the Department of Natural Resources and Environmental Sciences. In any conflict of interpretation, the University or College Bylaws shall take precedence. The University of Nevada System code, University and College Bylaws and other policy statements of the University are applicable to all faculty members and should be consulted in matters not specifically mentioned herein.

These bylaws shall be in force upon approval by two-thirds majority vote of the Department voting faculty in a written, secret ballot and after review by a college bylaws review committee and approval by the Dean (University of Nevada Reno Bylaws Part 2. 1.2).

I Amendments to the Bylaws:

Amendments to these bylaws may be proposed by any voting faculty member and shall be in force upon approval by a two-thirds majority vote of the Department voting faculty in a written, secret ballot and after approval by the Dean and the President.

II Statement of General Policy:

The Department of Natural Resources and Environmental Sciences resolves to focus in the fundamental relationships of living organisms, the environment, and the people through recognized research, teaching, and extension programs. Within this focus, the primary emphases will be the offering of quality undergraduate and graduate degree programs that meet educational needs of the students, the state, the region, and the nation; provide leadership to and actively participate in research and teaching programs; and provide quality community and public service programs through continuing education and cooperative extension.

Section 40 of the University of Nevada Reno Bylaws outlines faculty responsibilities for this mission. Each faculty member has equal rights and privileges whether assigned to one or more of the three areas of specific responsibility, which are (1) teaching, (2) research, and (3) extension. Since specific assignments and duties of the individual faculty members vary, promotion, tenure, and salary increases will be based on all areas assigned.

III Personnel:

The Faculty of the Department of Natural Resources and Environmental Sciences consist of all full-time and part-time teaching and/or research staff who hold authorized professional positions as follows:

- A. Faculty Ranks. These positions shall be the ranks of Professor (IV), Associate Professor (III), Assistant Professor (II), and Instructor (I).
- B. Ranked 0 faculty. The Department may hire a variety of non-tenure track and nonclassified academic faculty including:
 1. Lecturers are on-going teaching faculty whose duties are different from tenure- track faculty and may not possess a terminal degree.
 2. Assistant, associate or full professors (Rank 0) are on-going teaching faculty who have the right to be considered for promotion within Rank 0 (UNS Code, 5.5.3; UNR Bylaws, 18.c. (iii)).
 3. Assistant associate and full research professor are research faculty who have the right to be considered for promotion within Rank 0 (UNS Code 5.5.3; UNR Bylaws, 18.c. (ii)).
 4. Visiting assistant, associate or full professor, visiting research professor, or visiting lecturers are temporary teachers and/or researchers, such as visiting faculty, sabbatical replacements, etc.
 5. Administrative faculties are faculty in academic units who serve as program managers, directors, perform administrative functions for research projects, etc.
- C. Joint appointments. The Department may grant joint appointments to faculty members of other departments or divisions of the university system. Persons holding joint appointments are members of the Department and are expected to attend Departmental meetings and share responsibilities assigned by the Chair. The Department in which the individual holds a majority appointment will initiate annual evaluations, promotions, and tenure review for faculty holding joint appointments and will solicit input for annual evaluation and merit consideration from the Department in which the individual holds a secondary appointment.
- D. Associate Faculty. With administrative approval, the Department may extend Associate

Faculty status to members of other departments or divisions of the University. Associate Faculty members may attend Departmental meetings and serve on or chair graduate student committees, subject to current Departmental and Graduate School regulations. Since the primary obligation of Associate Faculty members is to a unit other than the Department of Natural Resources and Environmental Sciences, they are not expected to share in Departmental responsibilities.

- E. Adjunct Faculty. The Department may appoint Adjunct Faculty status to persons not members of UNR but qualified to provide special services to the Department on a part-time volunteer basis, subject to the criteria listed in Section 22 of the UNR Bylaws.
- F. Emeritus Faculty. Emeritus Faculty of the Department of Natural Resources and Environmental Sciences will be selected in accordance with the criteria in Section 21 of the UNR Bylaws.
- G. Graduate Faculty. The Graduate Faculty is composed of faculty members elected to it by the Graduate Council in accordance with its bylaws.
- H. Other Department Personnel. Classified personnel and hourly employees are non-voting members of the department.

IV Duties of Faculty:

- A. All faculty members are responsible for continual improvement of curriculum, teaching, research, and extension.
- B. The duties of Department faculty members are the specified professional responsibilities as provided for in Section 40 of the University of Nevada Reno Bylaws.

V Duties of the Department Chair:

- A. The Department Chair will be the chief spokesperson in the conduct of the business of the Department and will ensure that the Departmental operations conform to the University, College, and Departmental Bylaws and the System Code.
- B. The Department Chair is expected to consider and promote the programs, projects, and policies of the Department.

- C. The Department Chair will consult with the faculty in the development of budgets and fund allocations. The Chair will inform individual faculty of the allocation of funds for their programs and projects in a timely manner. At least once, early in each budget year, the year's Department; budget shall be reviewed at a faculty meeting.
- D. Administrative matters will be the responsibility of the Chair unless he or she chooses to delegate such matters to a faculty member. Matters which establish a change Department policy will be submitted to the faculty at a regular faculty meeting or at a special meeting for the faculty's vote or recommendation prior to implementation.
- E. The Department Chair is responsible for working with the Peer Review Committee to ensure that standards of performance as determined by the Department faculty are consistently applied during the evaluation process. If the Department Chair's recommendation to the Dean regarding annual evaluation, promotion, or tenure is contrary to the recommendation of the faculty or the Department's Peer Review Committee, the Department Chair shall inform the Dean and the faculty member concerned in writing.
- F. The Department Chair shall appoint *ad hoc* committees as necessary to facilitate the functioning of the Department. Committee participation shall be voluntary.
- G. In the Chair's absence, the Department Chair may appoint a Department faculty member, with the concurrence of the Dean, to serve as Acting Chair.

VI Meetings of the Faculty:

- A. Voting Faculty. Faculty of the Department of Natural Resources and Environmental , as listed under Section III of the Department Bylaws, and who have continuing contracts with the College of Agriculture, have one vote in any matter put before the Department. A continuing contract is subject to renewal.

Part time faculty and joint appointment faculty with continuing contracts and who have 0.5 FTE or greater of their responsibility in the Department of Natural Resources and Environmental Sciences have one vote in any matter put before the Department. Those joint appointment faculty with 0.26-0.49 FTE have a vote proportion to their FTE.

- B. Non-voting Faculty. Associate, adjunct, visiting and Emeritus Appointment Faculty does not have Department voting rights since these are non-continuing appointments. Upon invitation by the Chair, students may attend meetings of the Departmental Faculty as non-voting participants. Students may be accorded voting privileges on certain committees (e.g. faculty search committees) by vote of the Department faculty.
- C. At least 4 meetings per year will be held for the purpose of considering appropriate action on any matter before the faculty.
- D. Special meetings may be called at any time by the Department Chair or by petition to the Department by 1/3 of the voting faculty. Meetings called by petition shall be convened within ten working days of receipt of the petition.
- E. Notification of any regular or special meetings shall go to faculty at least three working days prior to the meeting date. Each member of the faculty shall be notified in writing or electronically of the date, time, place, and agenda.
- F. Minutes of each regular or special meeting shall be distributed to each faculty member within two weeks of that meeting.
- G. A voting quorum shall consist of a simple majority of Department voting faculty members.
- H. Robert's Rule of Order shall apply to all meetings of the faculty.

VII Departmental Committees:

- A. The Department shall have the following standing committees:
 - 1. The Executive Committee will be composed of the Department Chair plus one member nominated by the faculty in each option from the faculty in that option and then approved by majority vote of the Department Faculty. This Committee will advise the Chair regarding long range and immediate needs of the Department. They will also review and recommend for Department vote any requests for Departmental membership as a non voting faculty member.
 - 2. The Peer Review Committee will be composed of one member nominated by the faculty in each option from the faculty in that option and then approved by majority vote of the Department Faculty. ~~The term of committee membership is four years.~~ The Peer Review

Committee shall review the annual evaluation of each faculty member by the chair so as to ensure a just and equitable evaluation as per UNR Bylaws (Sec. 41). The committee shall report the results of its review in writing to the Chair, giving supporting documentation where appropriate. A copy of the Peer Review Committee report shall be forwarded to the respective faculty member by the Chair.

3. The Curriculum Committee will be composed of the Department Chair and one member nominated by the faculty in each option from the faculty in that option and then approved by majority vote of the Department Faculty. This committee will review formal course offerings and make recommendations to the Department concerning needed changes, additions or deletions. This Committee will review proposals for new classes, changes (additions or deletions) to existing classes, and provide guidance to the Department or the Chair before approval or sending a request forward to the College Curriculum Committee. This Committee will provide any needed advisory materials or information to other faculty.
- B. Ad-Hoc Committees may be established by the Chair or faculty by Departmental vote, as deemed appropriate.
- C. Operational guidelines for each committee will be developed by that committee and the members shall elect their chair.
- D. Committee membership terms are four years, with 1/4 of the committee members being replaced each year. Members may serve consecutive terms if nominated and approved.

VIII College Committees:

For College committees, Department voting faculty shall elect two nominees, with their names being forwarded by the Chair to the Dean for selection of one member, as specified in the College Bylaws.

IX Promotion and Tenure Review:

- A. Evaluation of faculty members for tenure (as per UNR Bylaws Chapter IV) and continuing appointment prior to tenure shall be made annually. These evaluations shall consider the

faculty member's effectiveness as a teacher, record of scholarly research or creative activity, and record of service as per UNR Bylaws Section 50.

For each Rank II faculty member who is appointed without tenure, the Department Chair, in consultation with the Dean, Director of Extension and/or the Director of the Nevada Agricultural Experiment Station, shall appoint a tenure mentoring committee of at least four members, with one being from outside the Department and one being the Department Chair. The committee chair will be designated by the Department and one being the Department Chair. The committee chair will be designated by the Department Chair. The members of the tenure mentoring committee shall have tenure and hold the position of Rank III or IV. At least two of the Department members shall hold Rank IV. Should a vacancy on the tenure mentoring committee occur, the Department Chair shall appoint a new member. The tenure mentoring committee shall meet within the first six months of the faculty member's first year of service. The initial meeting will acquaint the candidate with his/her committee and initiate and annual evaluation process of the candidate's performance relative to the attainment of tenure. Every Rank II candidate for tenure shall submit annually a statement of his/her qualifications to the committee on the approved University Tenure and Promotion form. The committee will review all information available on the candidate's qualifications in accordance with the time frame set forth by UNR Bylaws III. (a) 43a&d. Recommendations and/or necessary improvements needed to address the guidelines for promotion and/or tenure from the Committee's perspective must be clearly conveyed to the candidate annually. Each year, the Department Chair will send a report to the Dean and the candidate reporting his/her progress toward promotion and/or tenure or reservations concerning his/her work.

- B. Consideration of promotion or tenure will be evaluated by an *ad hoc* tenure and/or promotion committee consisting of all voting faculty of the Department at or above the rank/status sought by the candidate. This tenure and/or promotion committee shall consider recommendations from the tenure mentoring committee when considering requests from Rank II faculty for tenure. The results of the evaluation and the faculty recommendation shall be forwarded to the Department Chair. The Department Chair will separate recommendation,

which will be a part of the official promotion and/or tenure recommendation. After review by the College, the Dean will notify the faculty member of the final recommendation in accordance with UNR Bylaws III. (a) 42.

- C. The criteria for consideration of tenure are specified in UNR Bylaws (Chapter IV; Sections 47-50).

X Search Procedures:

- A. Vacancies for tenure-track positions in the Department will be filled using the following search procedures exercising Section 69 of the UNR Bylaws. All search committees will comply with UNR Affirmative Action guidelines and represent the diversity of UNR students.
1. The Department voting faculty will elect an *ad hoc* committee consisting of members of the Department and members from outside of the Department, in compliance with College and University policy.
 2. The committee will elect a chair, prepare a position description, and develop a rating sheet in accordance with the University procedures. The position description will be approved by majority agreement of the voting faculty of the Department.
 3. The committee will conduct the search as specified by UNR policy. The committee chair and/or committee will work with Affirmative Action Office Personnel and the Department Chair to ensure that affirmative action guidelines are followed.
 4. The committee will report to the Department Chair and faculty their ranking of the candidates, and after majority agreement by the voting faculty of the Department, the committee chair will transmit a ranked list of acceptable candidates to the Department Chair.
- B. Near the end of the Chair's three-year term or if the Chair resigns, a vacancy in the Department Chair will be filled by either a simple majority vote electing a current Department faculty member or by the following search procedure.
1. A search and screening committee shall be formed. At least four members of the voting faculty shall be elected by majority vote of the Department faculty. At least one member

shall be elected from the faculty in each option. The Dean may appoint one member from outside the Department.

2. The committee will elect a chair, prepare a position description and prepare a rating sheet in accordance with the procedures outlined in the administrative manual. The position description will be approved by majority agreement of the voting faculty of the Department.
3. The committee will conduct the search as outlined in the administrative manual. The committee chair and/or committee will work with Affirmative Action Office Personnel to ensure that affirmative action guidelines are followed.
4. The committee shall rank the candidates. The ranking shall be presented to the faculty, and after majority agreement by the voting faculty, a recommendation to appoint a Department Chair for a three-year term shall be presented to the appropriate administrators.

XI Annual Evaluation of Faculty:

At the beginning of each calendar year, each faculty member will meet with the Department Chair to discuss and mutually agree upon the faculty member's role statement of the year, describing Departmental teaching, research, extension, and service responsibilities. In the event the Chair and faculty member cannot reach agreement, the Peer Review Committee will provide counsel. Subsequently, the role statement is submitted to the Dean for his/her approval. Guidelines for Satisfactory, Commendable, and Excellent will be established in Department Policy. At the conclusion of each calendar year, faculty members will submit Part One of the Annual Evaluation Form to the Department Chair. The Department Chair will complete Part Two and submit the summary ratings evaluation to the faculty Peer Review Committee. This shall occur prior to sharing, transmittal, or substantial discussion of the evaluation with any other department chair or administrator of the University, College, Experiment Station, or Extension as per UNR Bylaws (41), except for those faculty who hold joint appointment. Criteria for evaluation are specified in

Section 41 of the University of Nevada, Reno Bylaws and the College of Agriculture Bylaws (Part V Section G).

XII Annual Evaluation of Department Chair:

The Department Chair shall be evaluated annually by College Administrators and Department Faculty in accordance with the College of Agriculture Bylaws Part V, Section C. Criteria for this evaluation shall be based on written program mutually agreed upon between Department Chair and the Dean. The Executive Committee will develop the procedures for conducting evaluation within the Department, and the results will be reported to the faculty, Chair and Dean. Following two successive evaluations in which the performance of the chair is ranked unsatisfactory by one-third of the faculty, a resignation may be requested by a simple majority vote of the Department Faculty.