

BYLAWS OF THE DEPARTMENT OF NUTRITION
UNIVERSITY OF NEVADA, RENO
Approved by the Department Faculty Spring 1992
Approved by the President March 21, 1993

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Mission Statement

The Department of Nutrition will offer high quality degrees in nutrition at both the undergraduate and graduate levels. It will train professionals to meet national needs by increasing the work force of nutritionists in the teaching, research and service arenas. The Department will operate from an interdisciplinary base and support other programs within the University system. It will also provide community and public service programs through continuing education programs. Furthermore, it will contribute to the advancement and dissemination of knowledge through research and involvement at the regional, state and national levels by fostering the research, scholarly and creative activity of its faculty.

Part 1 - Introduction

Chapter 1 - Bylaws

1. AUTHORIZATION

These Bylaws are authorized by Part 2, Chapter I, section 5 of the University of Nevada, Reno Bylaws as adopted by the Board of Regents, November 30, 1984.

2. SCOPE OF THE BYLAWS

The Bylaws provide for (1) the organization and administrative structure and (2) the personnel policies and procedures for the Department and are consistent with the College of Human and Community Sciences Bylaws, the UNR Bylaws, the University of Nevada System Code and the laws of Nevada and the .^United States.

These Bylaws shall be in effect upon approval of the majority of the voting Department faculty, the Chair of the Department, the Dean of the College of Human and Community Sciences and the President of UNR.

3. AMENDMENT OF THE BYLAWS

Any voting faculty member of the Department of Nutrition may propose amendments to the Bylaws. To amend the Bylaws the following procedure is required:

- a. submit the proposed amendment to the other voting members

of the Department of Nutrition at least one week prior to the amendment being placed on a department faculty meeting agenda.

- b. an open discussion at a department faculty meeting regarding the amendment will be held.
- c. the amendment then will be forwarded to all voting departmental faculty for a vote by written secret ballot.

A proposed amendment requires a majority vote of approval of the faculty voting, plus approval of the Chair of the Department, the Dean of the College of Human & Community Sciences, and President to be in effect.

4. INTERPRETATION OF THE BYLAWS

Questions of interpretation of the Bylaws shall be directed first to the voting faculty of the department for discussion and possible clarification, if unresolved at the department level, the question shall be referred to the Dean for final interpretation. In the event the question(s) is yet unresolved, further interpretation from the Faculty Senate Policy Committee on Bylaws and Code and/or the General Counsel for the University of Nevada System will be sought and shall represent the final interpretation.

Part 2 - Organization and Administrative Structure

Chapter I - Units

5. UNITS OF THE DEPARTMENT

Consistent with the Mission of the Department of Nutrition, the Department of Nutrition will consist of the following integral units: (a) voting faculty, which are defined in Part 2, Chapter III, section 12 of this document (b) adjunct faculty, also defined in Part 2, Chapter III, section 12 of this document (c) support personnel which include, but are not limited to classified staff and (d) graduate assistants and (e) students.

6. CHANGES IN ORGANIZATION

Organizational changes shall be made in accordance with Part 2, Chapter I, section 7 of the UNR Bylaws.

Chapter II - ADMINISTRATION

7. THE CHAIR

The Chair shall be the chief administrative and executive officer of the Department of Nutrition, which includes serving as chair at all open faculty meetings and as a member, ex-officio, of all the department's committees except the committee that evaluates the Chair. The Chair shall only exercise voting rights in order to break tie votes.

8. RESPONSIBILITIES AND DUTIES OF THE CHAIR

The primary responsibility of the Chair shall be to administer the Department and to provide academic leadership to the Department and shall include, but not be limited to, convening Department faculty meetings, initiating processes for faculty evaluation including promotion and tenure consistent with UNR Bylaws, Part 3, Chapter III, section 43, representing department opinions to other academic constituents, and communicating department, college, and university requirements, decisions and policies.

When a temporary absence of the Chair is anticipated, the Chair shall appoint a faculty member to act on her/his behalf.

9. OTHER ADMINISTRATIVE POSITIONS

The addition of other administrative positions besides those of Chair, must be authorized by the Dean of the College and the President. The duties and responsibilities of additional administrative positions shall be arrived at with input from the department faculty. The final duties and responsibilities shall be described in the Department Bylaws.

10. STANDING COMMITTEES

Standing Committees of the Department will include:

- a. Curricula Committee, which shall consist of two members of the department appointed by the Chair for a two year term.

At the discretion of the Chair, adjunct faculty member(s) can be appointed to the committee. The committee shall consider curricula matters and make appropriate recommendations to the faculty of the Department. Curricula changes shall be voted upon by the members of the Department. The term of office for adjunct members will be one year with opportunity for reappointment.

- b. Personnel Evaluation Committee, which shall consist

shall be elected by the Department voting faculty. The term of office shall be two years.

- c. Bylaws Committee, which shall consist of two members of the department appointed by the Chair for a two year term. The committee will review the Bylaws at least once every three years and serve to interpret Bylaw questions raised by the faculty.
- d. Graduate Program Committee - shall be constituted by three graduate faculty members of the department and one graduate student appointed by the Chair for a two year term. The Committee will recommend policy regarding the graduate program to the Chair and to the voting members of the Department faculty. The Committee shall also review applicants for graduate study and make recommendations to the Chair and to the voting members of the Department faculty.
- e. Student Affairs Committee - shall be constituted by two members of the department and one undergraduate student appointed by the Chair for a two year term. This committee shall recommend policy regarding the undergraduate program, including but not limited to recruitment and retention efforts, scholarship recommendations and curricula.

The establishment of all other Department committees, boards, etc shall be initiated by the Chair in consultation with the Department faculty.

Chapter III - Faculty

11. FACULTY GOVERNANCE

The faculty shall govern itself in accordance with these Bylaws, the College of Human and Community Sciences" Bylaws, the UNR Bylaws, the University of Nevada System code, the laws of the state of Nevada and the United States.

12. FACULTY

The faculty of the department is defined as per Part 2, Chapter III, sections 15 - 22 of the UNR Bylaws. Faculty shall therefore include all professional FTE's allocated/assigned to the department .

Voting faculty shall consist of those faculty with professional FTE's allocated/assigned to the department. These professional FTE's shall be tenure track positions, but can also include faculty in authorized continuing part time positions (0.51 FTE or greater).

Adjunct faculty shall consist of those faculty qualified to provide service and advice to the Department of Nutrition on a part-time volunteer basis and appointed through the appropriate University procedures.

13. VOTING RIGHTS

Voting rights of the Department faculty shall be consistent with those defined by Part 2, Chapter III, sections 19, 23a and 23b of the UNR Bylaws. The faculty with joint appointments with other units, shall carry a vote proportional to the FTE allocated/assigned to the department.

Proxy voting is recognized upon the written authorization of the person designating the proxy and notification of such designation to the presiding officer prior to the vote.

14. MEETINGS OF THE FACULTY

Notification of department meetings shall be provided to faculty at least five working days prior to the meeting, unless there is an emergency. Meeting agendas shall be distributed to all faculty prior to the day of the meeting. Minutes of Department meetings will be distributed to all Department faculty with a copy maintained in the Departmental office. The Chair or a designee shall serve as presiding officer of the Department faculty meetings.

Part 3 - Faculty Personnel Policies

Chapter I - FACULTY RIGHTS

15. RIGHTS

Department faculty and graduate assistants shall have all the rights and privileges of University of Nevada, Reno faculty as provided in Part 3, Chapter I, Sections 28, 29, and 30 of the University of Nevada, Reno Bylaws.

16. PERSONNEL FILE

All personnel files maintained in the Departmental office shall be considered part of the official personnel file for each member of the faculty and shall be maintained in accordance with UNR Bylaws Part 3, Chapter I, Sections 31, 32, and 33.

Chapter II - GRIEVANCES

17. GRIEVANCE PROCEDURES

Grievance policies and procedures are established in Part 3, Chapter II of the University of Nevada, Reno Bylaws.

Chapter III - PROFESSIONAL RESPONSIBILITIES EVALUATION AND PERSONNEL RECOMMENDATIONS

18. PROFESSIONAL RESPONSIBILITIES

Responsibilities of the Department faculty shall be consistent with UNR Bylaws Part 3, Chapter III, section 40.

19. EVALUATION

19.A. Annual Evaluations

Each faculty member whose FTE is allocated/assigned to the Department or holds a joint appointment with the largest proportion of FTE assigned to the Department shall be evaluated annually according to specified professional responsibilities in order to assess the quality of professional performance as unsatisfactory, satisfactory, commendable, or excellent. The Department evaluation will be conducted by the Personnel Committee with appropriate input. In those cases where a faculty member has a minor appointment in the Department, where appropriate and agreed upon, the Department will provide input into the evaluation process.

19.A. 1. Annual Evaluations of Faculty with Primary (0.51 FTE or greater) FTE Allocations from Nevada Agriculture Experiment Station or Nevada Cooperative Extension

For campus based Cooperative Extension or Nevada Agriculture Experiment Station faculty, the Department Chair will provide a copy of the recommended performance ratings (Part II) to the Dean of the College of Human and Community Sciences and to the appropriate Associate Director of Nevada Cooperative Extension or Nevada Agriculture Experiment Station. Part III of the evaluation will be completed by the appropriate Associate Director. In arriving at the final performance ratings, the Associate Director will consider previous reviews and evaluations conducted by peers and the Department Chair.

Prior to finalizing the annual evaluation, the Associate Director

will consult with the Dean of the College of Human and Community Sciences to discuss the evaluation.

19.A.2. Annual Evaluation of Faculty with Primary (0.51 FTE or greater) FTE Allocation from the College of Human and Community Sciences

The annual evaluation shall be in accordance with Departmental Bylaws in order to assess the quality of professional performance as unsatisfactory, satisfactory, commendable or excellent.

For those faculty whose primary appointment is allocated from the College of Human and Community Sciences the Chair will forward the performance ratings (Part II) to the Dean of the College of Human and Community Sciences. Part III of the evaluation will be completed by the Dean of the College of Human and Community Sciences, who, in arriving at the final performance ratings, will consider previous reviews and evaluations conducted by peers and the Department Chair.

Prior to finalizing any personnel actions with faculty with a minor appointment in another unit, the Dean may consult with the appropriate administrator.

19.B. Tenure Evaluations

Evidence of excellent performance in research or teaching responsibilities shall be a requirement for tenure or promotion. In addition, a faculty member shall also demonstrate satisfactory performance in service and the other component.

In accordance with UNR Bylaws, Part 3, Chapter III, section 43.d, a probationary member of the academic faculty may be recommended for tenure by his or her department in any year during the probationary period. The probationary faculty member must be evaluated and advised regarding prospects for a tenure recommendation no later than during the third probationary year as a member of the academic faculty of the University of Nevada, Reno and, if not granted tenure, annually thereafter. The probationary faculty member shall be informed of this evaluation in writing, including the program of improvement that must be undertaken to be considered for tenure at a later date. See section 3.3 of the UNS Code.

19.B. 1. Tenure Evaluations of Faculty with Primary (0.51 FTE or greater) FTE Allocation from Nevada Agriculture Experiment Station or Nevada Cooperative Extension

For campus based Cooperative Extension or Nevada Agriculture Experiment Station faculty, the Department Chair will provide a

copy of the tenure evaluation to the Dean of the College of Human and Community Sciences and the appropriate Associate Director of either Cooperative Extension or Agriculture Experiment Station. The tenure candidate will be reviewed by the Promotion and Tenure Committee of the College of Human and Community Sciences, who will recommend to the Dean and the evaluation will be completed by the Dean of Human and Community Sciences. In arriving at the final performance ratings, the Dean will consider previous reviews and evaluations conducted by peers and the Department Chair. Prior to finalizing the tenure evaluation, the Dean will consult with the appropriate Directors to discuss the evaluation.

19.B.2. Tenure Evaluation of Faculty with Primary (0.51 FTE or greater) FTE Allocation from the College of Human and Community Sciences

The tenure evaluation shall be in accordance with Departmental Bylaws in order to assess the quality of professional performance as unsatisfactory, satisfactory, commendable or excellent.

For those faculty whose primary appointment is allocated from the College of Human and Community Sciences the Chair will forward the performance ratings for review by the Promotion and Tenure Committee of the College of Human and Community Sciences. The Promotion and Tenure Committee of the College of Human and Community Sciences will recommend to the Dean. The evaluation will be completed by the Dean of Human and Community Sciences, who, in arriving at the final performance ratings, will consider previous reviews and evaluations conducted by peers and the Department Chair.

Prior to finalizing any personnel actions for faculty with a minor appointment in another unit, the Dean will consult with the appropriate administrator.

19.C. Promotion Evaluations

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In accordance with UNR Bylaws Part 3, Chapter III, section 43.c. a member of the academic faculty may be considered for promotion in any year. An instructor shall be evaluated and formally considered for promotion no later than the second year in rank if he or she has the formal education requirements of the next rank, and annually thereafter. An assistant professor shall be evaluated and formally considered for promotion no later than the fifth year in rank, and annually thereafter. An associate professor shall be evaluated and formally considered for promotion no later than the sixth year in rank, and annually thereafter. The above specified times shall not be construed as a minimum time in rank before promotion. Any academic or equivalent rank may be a terminal rank.

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19.C.I. Promotion Evaluations of Faculty with Primary
(0.51 FTE or greater) FTE Allocation from Nevada
Agriculture Experiment Station or Nevada
Cooperative Extension

For campus based Cooperative Extension or Nevada Agriculture Experiment Station faculty, the Department Chair will *provide a copy of the promotion evaluation to the Promotion and Tenure Committee of the College of Human and Community Sciences for their review. The Promotion and Tenure Committee of the College of Human and Community Sciences will forward their recommendation to the Dean of the College of Human and Community Sciences. The Dean of the College of Human and Community Sciences will complete the evaluation. In arriving at the final performance ratings, the Dean will consider previous reviews and evaluations conducted by peers, the Promotion and Tenure Committee of the College of Human and Community Sciences and the Department Chair. Prior to finalizing the promotion evaluation, the Dean will consult with the appropriate Associate Director to discuss the evaluation.

19.C.2. Promotion Evaluation of Faculty with Primary (0.51 FTE
or greater) FTE Allocation from the College of Human and
Community Sciences

The promotion evaluation shall be in accordance with Departmental Bylaws in order to assess the quality of professional performance as unsatisfactory, satisfactory, commendable or excellent.

For those faculty whose primary appointment is allocated from the College of Human and Community Sciences the Chair will forward the performance ratings to the Promotion and Tenure Committee of the College of Human and Community Sciences. The Promotion and Tenure Committee of the College of Human and Community Sciences will forward their recommendation to the Dean of the College of Human and Community Sciences. The evaluation will be completed by the Dean of the College of Human and Community Sciences, who, in arriving at the final performance ratings^will consider previous reviews and evaluations conducted by peers, the College of Human and Community Sciences Promotion and Tenure Committee and the Department Chair.

Prior to finalizing any personnel actions for faculty with a minor appointment in another unit, the Dean will consult with the appropriate administrator.

19. D. Merit Evaluations

In accordance with Part 3, Chapter 3, section 43.b of the UNR Bylaws, all members of the academic faculty shall be evaluated and formally considered annually for merit increases.

19.E. Reappointment

A probationary member of the faculty shall be evaluated and formally considered annually for reappointment.

19.F. Evaluation of the Chair

In accordance with the University of Nevada, Reno Bylaws, Part 3, Chapter III, Section 41.b. the department chair shall be evaluated annually with respect to all duties and responsibilities, in accordance with the Departmental Policy Manual.

The personnel committee of the Department will be responsible for completing Part II of the Personnel Evaluation form and forwarding this with all related material to the Dean of the College of Human and Community Sciences who will complete Part III. In the event of a chair, whose FTE is jointly funded between Nevada Cooperative Extension and/or Agriculture Experiment station, the Dean of the College of Human and Community Sciences will consult the appropriate Associate Director regarding the Chair's performance before the evaluation is finalized.

20. PERSONNEL RECOMMENDATIONS

All personnel evaluations involving tenure, promotion, or annual evaluations and merit evaluations which may result in salary increases shall be made on the basis of the person's professional performance in meeting assigned responsibilities.

The Department Chair shall inform each faculty member of the final annual, merit, promotion and/or tenure recommendation(s) within 15 calendar days from the date of making the recommendation. If the faculty member disagrees with the recommendation(s), he or she may ask for reconsideration through regular administrative channels as specified in the University of Nevada System code, Subsection 5.2.4 and the University of Nevada, Reno Bylaws, Part 3, Chapter III, Section 42. Further recourse is defined in Part 3, Chapter II of the University of Nevada, Reno Bylaws. Upon request, a faculty member shall receive written notice of reasons for the evaluation from the Departmental Chair including the recommendations of any peer review involved.

All personnel recommendations involving tenure, promotion, and annual review shall follow the procedures and schedule specified by the University of Nevada, Reno Bylaws, Part 3, Chapter III, Sections 42-44. In the cases of positive recommendations for promotion and tenure, unit administrators shall forward the unit evaluation to the College of Human and Community Sciences Promotion and Tenure Committee.

Steering Committee. These committees shall then make a recommendation to the appropriate administrator (Dean or Associate Director). In the event of a positive recommendation at that level of review, the Dean/Associate Director shall append his/her evaluation and forward the entire packet to the University Promotion and Tenure Committee.

In the event that the evaluation is negative at either the Department or College/NCE/NAES level, the faculty can follow the recourse outlined under Grievance procedures as established in Part 3, Chapter II of the University of Nevada, Reno Bylaws.

All evaluations shall be in writing, with copies provided for the faculty member's personal and personnel files. The purpose of all evaluation processes shall be to inform the faculty member of his or her observed strengths, to initiate correction of any observed weaknesses, and to provide an opportunity for a mutual discussion of the evaluation.

21. EVALUATION CRITERIA FOR ANNUAL REVIEW. TENURE. PROMOTION. MERIT AND RE-APPOINTMENT

All evaluations shall be made consistent with Part 3, Chapter III, section 41 of the UNR Bylaws and with the Mission Statement of the Department.

The faculty evaluations, annual, promotion, tenure and merit shall be conducted with respect to the criteria specified in the Department Policy Manual.

The Chair shall be evaluated annually with respect to the criteria specified in the Department Policy Manual.

21.A. Re-appointment Criteria

The probationary faculty must achieve "an overall rating of satisfactory on the annual evaluation to qualify for re appointment.

Chapter IV - TENURE

22. JUSTIFICATION. ELIGIBILITY. PROBATIONARY PERIOD. GRANTING OF TENURE. NOTICE OF TENURE. TERMINATION OF TENURE. FINANCIAL OR CURRICULAR REASONS FOR TERMINATIONS. EXPIRATION OF TENURE. TENURED FACULTY IN ADMINISTRATIVE POSITIONS. RELINQUISHMENT OF TENURE ON TRANSFER AND ANNUAL PERFORMANCE EVALUATION OF TENURED FACULTY

The justification, eligibility, probationary period, granting of tenure, notice of tenure, termination of tenure, financial or

curricular reasons for terminations, expiration of tenure, tenured faculty in administrative positions, relinquishment of tenure on transfer and annual performance evaluation of tenured faculty shall be addressed as per Part 3, Chapter IV, Sections 47-57 of the UNR Bylaws.

Chapter V - NONREAPPOINTMENT, DISMISSAL, TERMINATION
AND CHANGES IN CONTRACTUAL STATUS

23. NONREAPPOINTMENT, DISMISSAL, TERMINATION FOR FINANCIAL
EXIGENCY OR CURRICULAR REASONS

The procedures for nonreappointment, dismissal, termination for financial exigency or curricular reasons including the appeals process shall follow those procedures outlined in Part 3, Chapter V, Sections 58 - 63 of the University of Nevada, Reno Bylaws.

Chapter VI - SEARCH PROCEDURES

24. FACULTY

It is the Chair's responsibility to initiate recruitment of new faculty.

The Chair, in consultation with the faculty, shall appoint at least three members to the search committee. At least two members should be voting members of the Department. Other members can be from adjunct faculty or from faculty in other units on campus.

The terms and conditions of employment shall be specified in the contract in accordance with the University of Nevada System code, subsections 5.4.2 through 5.4.4.

The chair shall consult with the faculty prior to forwarding a final recommendation to the dean.

25. GRADUATE ASSISTANTS

Selection of graduate assistants will be made from the pool of eligible graduate students who have applied for department assistantships.