

**BYLAWS OF THE DEPARTMENT OF CRIMINAL JUSTICE**  
**SCHOOL OF SOCIAL RESEARCH AND JUSTICE STUDIES**  
**COLLEGE OF LIBERAL ARTS**

UNIVERSITY OF NEVADA, RENO

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## **INTRODUCTION - MISSION STATEMENT AND DEPARTMENT GOALS**

The primary mission of the Department of Criminal Justice is three-fold: to educate students about their responsibilities as scholars and practitioners of criminal justice, and as citizens in a pluralistic society; to maintain an academic and working environment where all faculty and staff are encouraged to develop themselves personally and intellectually and where faculty feel free to engage in teaching, research and community service in the spirit of academic and personal freedom; and to build a department that by its example of cooperation, teamwork and dedication to university and community needs serves as a model for citizen involvement. This primary mission is accomplished by:

### **Educating**

1. Maintaining and encouraging a faculty, staff and student body that is intellectually and individually diverse; and to the greatest extent possible, a faculty, staff and student body which reflects the multicultural heritage and future of criminal justice.
2. Developing, implementing, and continually improving multidisciplinary criminal justice courses and curricula that not only inform students as to issues, but also, challenge them to be creative, compassionate problem solvers.
3. Emphasizing the creation of the "practitioner/philosopher," individuals with the ability and motivation to continually integrate practitioner and scholarly pursuits.
4. Maintaining and consistently enforcing the highest possible academic and ethical standards for faculty, staff and students. This includes, but is not limited to, resisting "grade inflation," dealing harshly with cheating or plagiarism, and demanding an ever increasing quality of academic performance.
5. Recognizing that "good teaching" and the setting of rigorous standards often involve risk taking on the part of faculty, the department commits itself to fairly evaluate faculty teaching competence on a range of factors beyond traditional student evaluations.

### **Research**

1. Conducting research that exemplifies the multidisciplinary and interdisciplinary nature of the field of criminal justice. Research and publication which reflects this diverse nature of the discipline will continue to be strongly encouraged and rewarded. The department will continue to give credit for research and publication in applied areas, as well as purely academic arenas.
2. Recognizing that criminal justice is a constantly changing field, the department will continue to strongly resist the development of a criminal justice "orthodoxy," including pressure to recognize only a few journals or disciplines as representing the criminal justice community. Faculty are expected to exercise intellectual courage and to resist pressure to compromise unpopular views or stances.
3. Encouraging, as a matter of policy, research and writing in the area of criminal justice issues in a pluralistic society.

### **Service**

1. Recognizing that each faculty member in the department has an obligation to serve the university and the community. This obligation arises specifically from the many roles that the discipline of criminal justice plays in modern society and generally from the obligation of every scholar to contribute to the advancement of the university concept.
2. Being committed, as a department, to producing not only the idea but also the practice of the "criminal justice scholar." A criminal justice scholar is the individual who views teaching, research and service as co-equal responsibilities. To foster this perspective, university and community service will be evaluated and given substantial consideration along with teaching and research in annual evaluations and tenure decisions.
3. Encouraging and recognizing faculty who serve as role models and mentors, especially to traditionally disadvantaged individuals and groups, in teaching, research and service to the university and the community. Special encouragement will be given to faculty and staff for engaging in cooperative endeavors, in teaching, research and service, that present the department as a model for cooperation, teamwork and the sharing of credit.
4. Being committed to encouraging, aiding, and rewarding students who become involved in university and community service. Special attention will be given to students who become involved in diversity programs and issues.

## **CHAPTER I - BYLAWS**

### **1. Authorization and Scope of the Bylaws**

**A.** Department bylaws are authorized by the Bylaws of the University of Nevada, Reno, Chapter I and provide for the organizational and administrative structure and the personnel policies and procedures of the department. It is acknowledged that these bylaws are the primary governing document of the Department of Criminal Justice and are subordinate to the College of Liberal Arts Bylaws, the University of Nevada, Reno Bylaws (hereafter UNR Bylaws), and the Nevada System of Higher Education Code (hereafter NSHE Code). As the NSHE Code and the bylaws of the University are periodically amended, in order to avoid inconsistencies and the need to revise the department's bylaws, references to the Code and the UNR Bylaws will generally be descriptive with cross-references to the appropriate chapters or sections of the most recent Code and UNR Bylaws. Other governing documents will be referred to as appropriate.

**B.** The department may adopt supplemental Administrative Rules and Policies as necessary to the department's mission and administration. Such Rules and Policies are subordinate to the department's Bylaws and are effective upon receiving a two-thirds majority of the voting faculty and may be amended also by such a two-thirds vote.

**C.** The department's Bylaws shall not conflict with the Bylaws of the College of Liberal Arts, the UNR Bylaws or NSHE Code. If a conflict exists, that portion of the Bylaws or Rules and Policies is void and of no effect, and the higher authority shall govern.

### **2. Adoption and Amendment of the Bylaws**

**A.** These departmental bylaws and any bylaws amendments shall be in force upon completion of the steps provided for in the UNR Bylaws, and any additional provisions for review under the University's Administrative Manual.

**B.** Initial adoption of these bylaws shall be by a simple majority of those voting. Any member of the Criminal Justice voting faculty may propose an amendment to the bylaws by submitting the amendment in writing to the department's Chair, who shall refer the proposed amendment to the eligible faculty for a vote by a written, secret ballot either by mail or at a departmental meeting after sufficient time has occurred for faculty consideration. The same review process applies to bylaws amendments with final departmental approval requiring at least a two-thirds majority of those voting. Simple corrections to punctuation, spelling, or other matters addressing writing mechanics or numbering which do not alter the content of these bylaws shall not be considered amendments necessitating review and approval as provided under paragraph A of this section.

### **3. Interpretation of the Bylaws.**

Questions of interpretation of these bylaws shall be directed to the Chair, who will bring the matter before the faculty either by mail, including email, or at a meeting of the department. If a majority of the voting faculty is unable to reach agreement on the question, it shall be submitted to the Dean of the College who may make his or her decision upon appropriate consultation in a manner consistent with the NSHE Code and established university and college policies and procedures.

### **4. Custody and Access to Bylaws**

The most recently approved bylaws of the department shall be made available to the faculty by placing them on file in the department and the College of Liberal Arts and other locations as deemed appropriate by the President and UNR Bylaws. The bylaws shall also be made available to the faculty in electronic format by the Chair and as provided under the UNR Bylaws.

## **CHAPTER II - ORGANIZATION AND ADMINISTRATIVE STRUCTURE**

### **5. The Chair**

**A. Responsibilities.** The Chair's responsibilities include, but are not limited to, the following list. The Chair:

- 1) shall be responsible to the Dean for implementing college policies and procedures, and responsible to faculty for implementing policies and procedures mandated by department bylaws;
- 2) is broadly responsible for the advancement of the department mission and goals and shall provide academic and administrative leadership for the department including developing and managing the budget with the consultation of the faculty; coordinating faculty and curriculum development; planning and coordinating class scheduling and programs which meet institutional guidelines and needs; and superintending strategic planning, periodic external reviews, and program or other reviews as required by the university.
- 3) shall serve as an advisor to the Dean of the College and provide liaison between the dean and faculty, informing faculty of actions taken by the Dean and the Council of Chairs and Directors and informing the dean of actions taken by the department;
- 4) shall be an ex-officio member of all department committees except that which evaluates him or her in their administrative capacity.
- 5) shall convene and preside over department meetings.
- 6) shall maintain and secure departmental personnel files for each faculty member.

## **B. Appointment**

- 1) A chair shall serve a three-year term commencing July 1<sup>st</sup> and may serve consecutive terms.
- 2) Only tenured faculty are eligible to serve as department chair.
- 3) The current Chair, or the Dean or Dean's representative if there is no sitting chair, shall convene, with appropriate notice to the voting faculty, a meeting during the month of March in the year of the expiration of chair's term. Eligible faculty may nominate in writing another faculty member or him/herself to be chair with notice to the remaining faculty. Such a nomination notice shall be disseminated by electronic or other means no later than three days (72 hours) before the meeting.
- 4) Selection of the Chair shall be by secret ballot of the voting faculty.
- 5) Should a chair step down in the middle of a term, a new election process shall be initiated to select a chair to complete the term, upon approval of the Dean.
- 6) The Chair may also be selected by the department as part of a new appointment following normal search procedures.
- 7) The sitting Chair shall promptly advise the dean of the department's nomination and, upon the Dean's approval, the name of the candidate will be forwarded to the Provost for final appointment.

## **C. Department Evaluation**

- 1) The department's Personnel Committee shall designate a tenured faculty member to lead the Chair's annual administrative evaluation. The designated faculty shall solicit comments from the department's faculty, draft the evaluation, and distribute it to the Personnel Committee for final comment, revision, and approval. The completed evaluation shall be forwarded to the Dean of the college.
- 2) A chair who is also academic faculty will be evaluated annually in regard to teaching, research, and service as referenced in Chapter IV of these bylaws. The Chair's annual academic evaluation shall be performed by the Personnel Committee in keeping with Chapter IV.

## **D. Removal**

The department may recommend to the Dean removal of the Chair for cause by a vote of three-quarters of the department's voting faculty (excluding the Chair). The Chair will be notified of such a recommendation by the Dean and provided an opportunity to respond.

## **6. Programs; Program Coordinators**

- 1) The department may establish programs as necessary to its mission and administration upon approval by a majority of the voting faculty.
- 2) The Coordinator of a departmental program will be appointed by the Chair based on faculty interest and qualifications and shall serve an indefinite term at the pleasure of the Chair. A majority of the voting faculty may recommend the removal of a coordinator.
- 3) A coordinator's responsibilities and duties may be delineated in the Department's Administrative Rules and Policies.

## **7. Department Meetings**

**A.** The department shall have a minimum of one meeting each semester, although there may be more meetings as deemed necessary by the department Chair. Any voting faculty member may call a department meeting.

**B.** Three days (72 hours) notice of a meeting shall normally be given by electronic or other means. In exigent circumstances, the time for notification may be shortened as needed.

**C.** A majority of the department's voting faculty shall constitute a quorum. The Chair or a designee selected by the Chair will preside over the meeting. *Robert's Rules of Order* will generally govern questions regarding meeting procedures.

**D.** In matters where the Chair determines a faculty meeting is not required, he or she may solicit faculty opinions and votes via email communication, unless a voting faculty member notifies the Chair and faculty that they wish to call a meeting to address the matter at issue.

## **8. Department Committees**

### **A. Personnel Committee.**

- 1) The committee shall consist of all voting faculty, except as limited by this section and that defining faculty voting.
- 2) The committee shall make recommendations to the Chair regarding annual faculty evaluations as provided in these Bylaws. When the Chair is the subject of review, the committee shall forward its recommendation to the Dean.
- 3) The committee shall consist of tenured voting faculty and make recommendations to the Chair in regard to the following personnel matters:
  - a) the third-year review, and subsequent reviews, of all probationary faculty;
  - b) recommendations regarding the annual reappointment and progress toward tenure of nontenured faculty; and
  - c) recommendations regarding tenure and promotions. Should the Chair be the subject of such recommendation, the committee will forward its recommendations to the Dean.
- 4) The committee shall ensure that its recommendations are fair and equitable in compliance with the NSHE Code, UNR and College bylaws, and the department's Bylaws and Administrative Rules and Policies.

### **B. Assessment Committee.**

The Chair shall appoint an assessment committee to coordinate departmental assessment and draft assessment documents and reports as necessary.

### **C. Ad Hoc Committees**

The Chair may appoint ad hoc committees as needed for the efficient functioning of the department. The composition and duties of an ad hoc committee shall be determined by the Chair in consultation with the faculty. The responsibilities and duties of such committees may be addressed as needed in the department's Administrative Rules and Policies.

## **CHAPTER III : FACULTY, FACULTY VOTING AND RIGHTS**

### **9. Faculty**

The definition of the faculty of the University, its units, and departments is contained in the NSHE Code (subsection 1.4.5) and the UNR Bylaws (Part 2, Chapter III). It is acknowledged that such definitions may change over time and questions should be referred to the most recent documents. It is also recognized that the composition of departmental faculty will change over time and may include:

**A.** Academic faculty who may be tenured and tenure-track faculty. Academic faculty also includes Rank 0 or Rank I faculty members who are not eligible for tenure, such as lecturers.

**B.** Administrative faculty.

**C.** Temporary, part-time faculty, including instructors hired on letters of appointment.

## **10. Voting and Voting Faculty**

### **A. Voting Faculty**

Department voting shall comply with Part 2, Chapter III of the UNR Bylaws which delimits voting rights and the Bylaws of the College of Liberal Arts, Chapter IV. In the Department of Criminal Justice, academic and administrative faculty with a primary assignment of 0.5 or greater shall be designated continuing voting faculty. Temporary, part-time faculty are not voting faculty.

### **B. Voting**

1) Each voting faculty member with a primary assignment of at least 0.5 shall have a full vote on all matters brought before the department except for personnel matters referenced under the responsibilities of the Personnel Committee and as follows:

a) voting on tenure and promotion decisions shall be limited to tenured voting faculty.

b) voting on hiring to tenure-track appointments is limited to faculty who hold tenure-track appointments.

c) no faculty member may vote on his or her own appointment, evaluation, tenure, or promotion, nor in other cases where a clear conflict of interest exists.

2). Voting faculty who are unable to attend a meeting may vote by proxy with prior notification to the department Chair identifying the faculty member holding the proxy vote.

3). Unless otherwise specified in these Bylaws, matters subject to faculty vote shall be approved or rejected by a majority vote of those present or voting by proxy.

## **11. Faculty Rights**

**A. Academic freedom and responsibilities** are defined in the NSHE Code, chapter 2, and the UNR Bylaws, Part 3, Chapter I.

**B. Personnel files**, their contents, and maintenance are generally provided for in the UNR Bylaws, Part 3, Chapter I. If a faculty member objects to the inclusion, retention, or removal of any material from his or her personnel file, as provided in the UNR Bylaws, he or she may request its retention or removal as applicable. Denial of such a request may be subject to grievance.

## **12. Faculty Disagreements**

Should a faculty member disagree with a personnel decision regarding annual or probationary evaluations, merit, non-reappointment, denial of appointment with tenure or promotion, or other contractual status, he or she may be entitled to pursue remedies and procedures identified and defined in the UNR Bylaws in Part 3 chapters II and III (Faculty Personnel Policies) and the NSHE Code in Chapter 5 (Personnel Policy for Faculty). The appropriate procedures and their time limits are detailed in both documents, which should be promptly examined. As such remedies and their procedures may be amended over time, faculty should regularly review both the UNR Bylaws and NSHE Code. Questions regarding appropriate remedies and procedures may be directed to the University's Faculty Senate Office.

## CHAPTER IV: PERSONNEL POLICIES AND PROCEDURES

### 13. Faculty Responsibilities

**A.** These provisions shall comply with the definition of professional responsibilities for the university found in the UNR Bylaws, Part 3, Chapter III (Professional Responsibilities) and the Bylaws of the College of Liberal Arts in Chapter V. All specifications of professional responsibilities for a member of the faculty shall be in accordance with the department's mission and priorities as defined in these bylaws.

**B. Statements of Professional Responsibilities.** Each faculty member shall have in writing a statement of professional responsibilities and expectations (a role statement). This statement shall be mutually agreed upon by the individual faculty member and the department Chair in accordance with the Bylaws of the College of Liberal Arts and of the University.

- 1) For academic faculty, this Statement of Professional Responsibilities shall document the mutually agreed upon expectations including the faculty member's responsibilities in teaching, scholarly or creative activity, and service as defined in the Bylaws of the College of Liberal Arts pursuant to the bylaws of the University. The department may specify the statement's form and provide guidelines in the Department's Administrative Rules and Procedures. The department may also provide for additional forms regarding annual expectations, goals, or other responsibilities, as appropriate.
- 2) For administrative faculty, each Faculty Position Description Questionnaire (PDQ) shall document his or her responsibilities and emphasis of effort. The faculty member and Chair shall review and revise the PDQ as provided in the UNR Bylaws.

### C. Review and amendment.

- 1) Pursuant to the UNR bylaws, the agreed upon statement of professional responsibilities is subject to appropriate annual review by the individual faculty member and the Chair of the department. Every effort shall be made to accommodate changes that may be desired by the faculty member which are consistent with the mission of the department. Faculty may also request review and amendment of the statement at any time during the year if necessary to address changes in responsibilities or circumstances.
- 2) Pursuant to the College bylaws, neither the faculty member nor the Chair or Dean may unilaterally determine or alter the professional responsibilities of a faculty member.

**D. Significant discrepancies or deviations.** Significant discrepancies between an academic or administrative faculty member's statement of professional responsibilities and the department's mission and priorities must be approved by the Dean of the College and the President under the College and UNR bylaws. When the Chair believes that the faculty request involves a deviation or significant discrepancy, the faculty member must be consulted and either the Chair or faculty member may request that the matter be taken to the personnel committee. Should the personnel committee determine that a deviation or significant discrepancy exists, it shall then vote on whether the department will support the proposed faculty statement with a letter to the Dean. Guidelines defining deviations or significant discrepancies may be drafted pursuant to these Bylaws and provided, as needed, in the Department Administrative Rules and Policies.

**E. Disagreement.** If a faculty member and the Chair of the department cannot agree upon specified professional responsibilities, the matter is subject to mediation as provided in the Bylaws of the College of Liberal Arts. Under UNR Bylaws, such a disagreement may be subject to other university or system

procedures, such as the grievance process, outlined in those Bylaws and the NSHE Code.

#### **14. Recruitment and Appointment**

**A.** As provided in the College bylaws, the Dean of the College of Liberal Arts has the responsibility to make recommendations for new faculty positions at all ranks, to approve searches to fill new and vacated faculty positions, and to oversee such searches.

**B.** Upon notification to the department Chair that a search has been authorized, the Chair shall promptly notify the voting faculty of the department and convene a meeting, as provided under these bylaws, to approve the position and search description and the procedures and search timeline in compliance with the UNR bylaws and the NSHE code. At such meeting the Chair will appoint an ad hoc search committee and the faculty will define the committee's process and responsibilities. Additional procedures may be defined in the department's Administrative Rules or Policies, as needed.

**C.** Pursuant to the College's bylaws, the department shall search for faculty to fill prescribed areas of specialization in accord with the department's stated missions and priorities, and as agreed upon with the Dean of the College.

**D.** In accordance with the bylaws of the University, recommendations for the appointment of a faculty member will originate in the department following a vote of the voting faculty as provided in these bylaws. The Chair will notify the Dean of the College promptly of such a recommendation.

**E.** Prior to the transfer of a faculty member to or from the Criminal Justice Department, the Dean of the College and the University Administration will consult with the faculty of both departments pursuant to the UNR Bylaws or other university or system procedures.

#### **15. Evaluation of Faculty.**

**A. Basis for Evaluation.** All personnel evaluations shall be made on the basis of agreed upon professional responsibilities as provided in Section 13 of these bylaws. All evaluations will be initiated in the department.

##### **B. Standards of Review.**

- 1). Evaluations shall be based on equitable and uniform criteria and procedures for assessing the quality of a faculty member's performance, whether for annual evaluation, merit consideration, tenure and promotion recommendations, or consideration for continuing contract status.
- 2). Pursuant to UNR Bylaws, evaluation of instructional faculty shall include an assessment of anonymous teaching evaluations completed by students. Faculty will have access to the results of such evaluations as well as other materials as delimited in the UNR Bylaws. No additional anonymous materials shall be considered in such evaluations. All evaluations of academic faculty shall include peer review by the department's personnel committee and shall be based on a thorough assessment of the pertinent evidence in order to arrive at just and equitable recommendations.
- 3). Evaluations of administrative faculty shall be governed by the UNR Bylaws and may be further defined in the department's Administrative Rules and Policies.

##### **C. Evaluation Documentation.**

- 1). Each academic faculty member shall submit an annual evaluation document and supporting materials providing a record of the faculty member's performance for the previous calendar year

in regard to teaching, scholarship, and service or outreach activities and, on or prior to the Chair's deadline, disseminate copies of same to the department Chair and members of the Personnel Committee.

2) Each faculty member shall make available for perusal by other Personnel Committee members, in a designated location, copies of all published articles; books; chapters; documentation indicating acceptance or other status of a scholarly work, or concerning participation in on- or off-campus service or outreach activities; and any other pertinent materials that bear on and substantiate the stated activities for which he or she is seeking evaluative credit for the year in question.

3) Each faculty member will also write, as objectively as possible, what he or she feels to be the rating (e.g., excellent, commendable, satisfactory, or unsatisfactory) which is justified for each of the three areas (teaching, scholarship, and service), and provide reasons why each individual rating is felt to be appropriate under their agreed upon professional responsibilities.

#### **D. Evaluation Process**

1) In evaluating each faculty member, the Personnel Committee shall consider all evaluation documentation utilizing the criteria in these bylaws and additional guidelines as provided in the department's Administrative Rules and Policies. In its recommendation to the Chair, the Committee will address individual ratings for each of the three areas of teaching, scholarly activity, and service, which may include high and low rankings for each rating. The Committee will also provide an overall recommendation of excellent, commendable, satisfactory, or unsatisfactory.

2) For each faculty member, the Chair, in writing his or her letter and recommendation to the Dean of the College, shall consider recommendations and comments of the Personnel Committee, the faculty member's self-assessment, and the evidence provided in support of departmental criteria.

#### **E. Criteria for Evaluation**

Pursuant to the Bylaws of the College of Liberal Arts, the criteria for evaluation of academic faculty in the department of Criminal Justice are specified in the department's bylaws. The evidence which the department identifies as supporting these criteria may be detailed in the Department Administrative Rules and Policies.

1). Criteria for the measurement of **teaching and advising** effectiveness and continued growth shall be understood to include:

- (a) Command of the subject matter
- (b) Continual efforts to improve the aims and content of courses and academic programs and continual assessment of effectiveness as a teacher and adviser
- (c) Creation of an atmosphere that encourages and facilitates engaged learning, lucid reasoning, creativity, and independent thinking
- (d) Skill in presenting material and demonstrating its significance and importance, and interrelationships among fields of knowledge
- (e) Openness in examination of a variety of views, including respect for student expression
- (f) Fairness, clarity, reasonableness, timeliness, and discrimination in assigning and evaluating student work
- (g) Willingness to assist students both inside and outside the classroom
- (h) Commitment to teaching and advising responsibilities

- (i) Assisting students in their academic and professional development
  - (j) Assisting students to meet their degree and graduation goals through academic advising
- 2). Criteria for the measurement of effectiveness and promise of continuing growth in **scholarship** shall be understood to include:
- (a) Publication in refereed journals, in book, monograph, or other forms
  - (b) Invited presentations and presentations at professional conferences or meetings
  - (c) Peers' judgments of the quality of the work and the venues of publication or presentation
  - (d) Evidence of continual study and development
  - (e) Peers' judgments of the faculty member's professional activities demonstrably related to the discipline and directed toward peers
  - (f) The award of funding to support research and other scholarly activities
  - (g) Copyrighted, patented, and licensed works
- 3) The criteria for the measurement of effectiveness in **institutional and professional public service** shall be understood to include:
- (a) Willingness to serve
  - (b) Responsible fulfillment of assignments
  - (c) Efforts to act in the best interests of the department, college, or university
  - (d) Contributions to professional organizations including appointments to leadership positions in professional or discipline-based associations or organizations
  - (e) Contributions to student or campus organizations
  - (f) Quality, significance, and impact of professionally-oriented public service and outreach related to one's discipline, scholarship or teaching

## **16. The appointment and reappointment of non-tenure track faculty including administrative faculty**

### **A. Faculty Appointment**

- 1) The process for selection and appointment of faculty through a search shall comply with the University Bylaws and Administrative Manual and the NSHE Code as well as these Bylaws and the Department Guidelines.
- 2) The selection and appointment of academic faculty under Letters of Appointment shall be made by the Chair in consultation with academic voting faculty. In general, effort will be made to select and retain those faculty who are most qualified by education and/or experience to teach in their particular fields of expertise, keeping in mind the graduate-level degree standards required for accreditation of the University. Additional matters regarding selection and appointment, retention, and the evaluation of such faculty may be provided for in the Administrative Rules and Policies of the department.

**B. Recommendations for reappointment or nonreappointment of nontenure-track academic or administrative faculty.** Such recommendations shall follow the procedures described in these bylaws and the Administrative Rules and Policies of the department and prescribed by the University Bylaws and Administrative Manual and the NSHE Code (Chapter 5.9.3). Such recommendations shall be based on fair and equitable faculty evaluations as performed by the department's Personnel Committee and the Chair of the Department.

## **17. Tenure** (NSHE Code references are to Chapter 3 and UNR Bylaws references are to Chapter IV)

**A. Probationary Period.** Except for exemptions designated in the NSHE Code, all academic faculty will

serve a probationary period as defined in the Code and the UNR Bylaws.

**B. Evaluation of Probationary Faculty.** The NSHE Code and the UNR Bylaws provide for the review of probationary faculty.

- 1) Probationary faculty are evaluated annually under the provisions of these bylaws and formally considered for reappointment.
- 2) A written review of annual progress toward tenure shall occur as required by the College of Liberal Arts. A written third-year review is mandated by the Code and UNR Bylaws as well as the College of Liberal Arts. This evaluation by the department's Personnel Committee shall include advisement regarding progress toward the tenure recommendation and must occur no later than the end of the third full academic year. The annual evaluations of the probationary faculty member thereafter shall continue to include advisement regarding such progress until tenure is granted or the probationary period ends. The evaluation must be in writing and include any program of improvement necessary to be considered for tenure at a later date.

**C. Consideration for Tenure**

- 1). Probationary faculty may request consideration for tenure in any year of the probationary period. For faculty requesting early consideration, the Personnel Committee will conduct a prescreening of the candidate to determine the viability of his or her case.
- 2). The Standards and Ratings necessary to a recommendation for appointment with tenure are defined in the NSHE Code and reiterated in the UNR Bylaws. The burden in demonstrating these standards rests with the applicant.
- 3). The criteria for evaluation of faculty with respect to tenure are those identified in these bylaws in regard to evaluation.
- 4). When a probationary faculty member desires to be recommended for tenure in the following academic year, they must promptly inform the Chair of the Department, who will then inform the applicant of the procedures and deadlines in the process at the department, College, and University levels. The departmental process includes:
  - a) The selection of external reviewers. Unless otherwise provided for in college or UNR Bylaws, the Chair will compile a list of prospective reviewers in consultation with senior faculty, and the applicant will also submit a list to the Chair of prospective reviewers from peer or peer-aspirant research institutions. In general, such reviewers shall not have been a professor, fellow student, mentor, or co-author of the applicant. From the two lists, the Chair will select and contact prospective reviewers. Additional guidelines or instructions for the submission and selection of reviewers may be available from university administration or be defined in greater detail in the department's Administrative Rules and Policies. Letters of external reviewers are confidential.
  - b) Completion of university forms and the applicant's file containing all necessary documents.
  - c) The Chair shall convene the Personnel Committee for the purpose of tenure evaluation and recommendation. The committee shall give its recommendation regarding eligibility for tenure to the Chair, preferably in writing. The recommendation shall include the committee vote.
  - e). The Chair's letter of recommendation shall address the departmental standards and criteria in regard to the applicant's annual and tenure evaluations and the personnel committee's recommendation. It shall also, as appropriate, respond to the comments of the external reviewers including any negative comments or issues regarding the comparability of the institution or program.

**18. Promotion of tenure-track, tenured, and nontenure track faculty**

**A. Academic faculty.** Under the UNR Bylaws, Chapter III, a member of the academic faculty may request consideration by the department for promotion in any year. While there are no minimum times in a rank before promotion and any rank may be a terminal rank, the University requires that the dean or department evaluate in writing a faculty member regarding progress toward promotion under Chapter III, Professional Responsibilities, Schedule for Merit and Promotion. Also under University Bylaws, Part 3, Chapter III, external peer review as specified in the College or department bylaws is required for promotion of tenured or tenure-track faculty. The department shall use the same process for departmental review and recommendation for promotion as it does for tenure as defined in these Bylaws and/or Department Guidelines. Regarding salary increases upon promotion, faculty should consult the University Administrative Manual or other applicable university documents.

**B. Standards regarding promotion to associate professor.** Pursuant to the UNR and College Bylaws, recommendation for promotion to associate professor shall require demonstration that the faculty member is in the process of achieving professional recognition among leaders in the candidate's discipline through a commitment to shared research. Criteria for evaluation shall include:

- (1) A pattern of effectiveness in teaching
- (2) Scholarly activity such as:
  - (a) Significant contributions (through publication in refereed journals, books, or other forms) to an area or areas of scholarship
  - (b) Specialists' judgments regarding evidence of continued study and development in an area or areas of interest or a speciality
  - (c) Peers' judgments of the faculty member's professional service and of other activities demonstrably related to the discipline and directed towards peers
  - (d) Submission of one or more proposals to granting agencies for external funding of the candidate's scholarly program
- (3) A pattern of effectiveness in professional service, including willingness to work effectively in efforts to improve the programs, personnel, conditions, and activities supporting the mission of the department and university

**C. Standards regarding promotion to full professor.** Pursuant to the UNR and College Bylaws, recommendation for promotion to professor, in addition to the criteria for the rank of associate professor, requires demonstration that the faculty member has achieved recognition among leaders in the profession. This achievement is normally demonstrated by maturation in scholarship, sustained focus in the field as represented by publication of significant scholarly books or a series of substantive articles in premier journals, distinguished presses, or distinguished series, as well as continuing professional development. The department will pay particular attention to the significance and quality of the candidate's teaching and published scholarship since appointment to the candidate's present rank. Standards for quality and quantity in regard to scholarship will be based on peer or peer-aspirant research institutions.

**D. Promotion of non-tenure track faculty.** The process for promotion of continuing non-tenure track faculty members [0(I), 0(II), 0(III)] is defined in the UNR bylaws, Chapter III, Professional Responsibilities, Schedule for Merit and Promotion. The department shall also comply with any College Bylaws addressing promotion of academic faculty and may provide further guidance, as needed, in the department's Administrative Rules and Policies.

**19. Personnel Recommendations.** All recommendations regarding tenure, promotion and annual

evaluations are initiated at the department level and forwarded to the Dean of the College. Under UNR Bylaws, Chapter III, after review, the Dean is required to inform each faculty member of the final recommendation in writing within a specified time. Disagreements with such recommendations are addressed in Chapter III of these Bylaws.

**20. Merit.** The UNR Bylaws, Chapter III, provide that annual evaluations are the primary source for decisions regarding salary increases and that all faculty are to be evaluated and considered formally for merit increases annually. Following the annual evaluation of each faculty member as provided in these Bylaws, the department Chair will recommend to the Dean merit salary increases for individual faculty.

#### **CHAPTER V: FACULTY FULFILLMENT OF DUTIES, TERMINATION, AND DISCIPLINE OR DISMISSAL**

**21. Fulfillment of Duties.** Should a faculty member not be able to fulfill his or her duties, the faculty member shall notify the Chair of the department in a timely manner.

**22. Termination.** After a faculty member has been appointed with tenure, his or her service may be terminated only through established University procedures specified in the NSHE Code and UNR Bylaws. Under Chapter 5 of the NSHE Code a tenured faculty member may be laid off or furloughed for financial exigency or curricular reasons. The procedures for such actions including notice and appeal are referenced in both the Code and UNR Bylaws Chapter V.

**23. Discipline and Dismissal.** Discipline or dismissal of faculty 'for cause' is governed by Chapter 6 of the NSHE Code.