BYLAWS OF THE DEPARTMENT OF WORLD LANGUAGES AND LITERATURES
UNIVERSITY OF NEVADA, RENO

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1.1 Authorization

These Bylaws of the Department of World Languages and Literatures are authorized under University Bylaws and under the Nevada System of Higher Education (NSHE) Code (Title 2, Board of Regents Handbook).

1.2 Scope

These Bylaws shall be consistent with and subordinate to the College of Liberal Arts (CLA) Bylaws, University Bylaws, NSHE Code, the laws of the State of Nevada, and the laws of the United States of America; in the event of a conflict, the superior authority governs.

1.3 Adoption

These Bylaws shall be adopted and in force when they have been 1) approved by a simple majority of department faculty in a written secret ballot, with sufficient notice to allow all eligible faculty to participate; 2) reviewed by a bylaws committee of the CLA to ensure that the bylaws do not conflict with the Bylaws of the CLA or the University Bylaws; and 3) approved by the dean.

1.4 Amendments

Any faculty member of the department may propose an amendment to these Bylaws by submitting the proposed amendment (and its rationale, if any) in writing to the department chair. The chair shall submit the proposal to the Bylaws Committee (see Standing Committees, below), which shall meet to consider it. If the committee approves the proposed amendment by majority vote, it shall then submit it to a vote, by secret written ballot, of all department faculty eligible to vote, with sufficient notice given to allow all eligible faculty to participate. If the committee does not approve the proposed amendment, then it does not submit it to the faculty, in which case a petition signed by fifteen percent of faculty eligible to vote shall result in the proposed amendment being submitted to a vote, by secret written ballot, of all department faculty eligible to vote, with sufficient notice given to allow all eligible faculty to participate.

1.5 Adoption of Amendments

Proposed amendments of these Bylaws shall be adopted and in force when they have been 1) approved by a two-thirds majority of faculty eligible to vote and 2) approved by the dean of the CLA.

1.6 Custody and Availability
The most recently approved department Bylaws shall be available to faculty and placed on file in the department office, as well as forwarded to the office of the dean of the CLA, the Faculty Senate, the Library Reference Desk, and the office of the Provost. The department office shall maintain a central file for the most recently approved and all previously approved department Bylaws.

1.7 Interpretation

Questions of interpretation of these Bylaws shall be directed in writing to the chair of the department’s Bylaws Committee, which shall review the question and forward its recommendation to the department chair for a decision. The department chair shall then respond in writing to the faculty member making the inquiry. If, after the chair’s response, the interpretation of these Bylaws by a faculty member is in conflict with the interpretation of the chair, then the faculty member may 1) propose an amendment to the Bylaws following the procedure in “Amendments,” above, or 2) appeal to the dean of the CLA for a resolution. Matters of interpretation related to whether or not these Bylaws are in conflict with higher-level bylaws may be brought to the attention of the Faculty Senate, in accordance with the University Bylaws (“Reconciliation of the Bylaws”).

2 Mission

The Department of World Languages and Literatures is vital to the social and intellectual life of the College of Liberal Arts and the University of Nevada. We contribute a crucial component to the university’s efforts to prepare undergraduate and graduate students for an increasingly diverse world in which communicating well across cultures and competing globally determine success. The quality and effectiveness of the department’s programs are essential to the success of the university, both locally, in an increasingly multilingual State, and globally, in an increasingly networked world.

The department provides students with the cultural background, critical thinking skills, and communicative proficiency they need to navigate in a complex global environment. The department offers undergraduate students rigorous, innovative programs of study in their chosen fields, from basic courses in a variety of foreign languages to advanced courses in literature, film, culture, critical theory, translation, and linguistics. The department offers a Master of Arts degree program in Spanish that aims to provide students with a broad knowledge base from which to pursue more-specialized studies, to offer a depth of experience in scholarship, and, for graduate assistants, student teaching and research that will advance their future professional activities. The department's excellent placement record attests to its commitment to the intellectual and professional formation of its graduate and undergraduate students.

The department promotes discovery, creativity, and the advancement of knowledge and mutual understanding. Our faculty is composed of active, engaged teachers and scholars who present their research and creative work in major venues, from respected journals
and leading scholarly presses to regional, national, and international conferences. Our language teachers use the latest methodologies and teaching technologies, including the foreign language multimedia facility, smart classrooms, and the Internet. The department supports the scholarly and creative work of its faculty and students at home and abroad, and recognizes that truly innovative work often changes how we view our own and other fields of knowledge.

The department serves both the university and the community. Our faculty devote considerable time to service at the university, advising students, administering programs, participating in specialized committees, and contributing to faculty governance. The department also plays a significant role in the community, engaging in outreach programs, film festivals, interpreting services, and other cultural activities. Faculty and students donate their time and professional expertise to the region, the state, the nation, and the world.

3 Administrative Organization and Operational Policies

3.1 Faculty

The University faculty “shall consist of all persons holding authorized professional positions as provided by Subsection 1.4.5 of the NSHE Code” (University Bylaws, “Faculty”). As provided in University Bylaws (“Organization of Faculties”), the department shall consist of those members of the faculty assigned to it in positions approved by the department faculty. Post-doctoral fellows are not considered faculty.

3.1.1 Departmental Voting Rights

Except as may be provided in these Bylaws, every fulltime member of the faculty shall have the right to vote, so long as the faculty member’s major assignment is in this department (University Bylaws “Organization of Faculties”). Part-time faculty of 0.5 FTE or more shall have the voting rights specified in the University Bylaws under “Faculty Contracts.”

3.1.2 Limitations on Voting Rights

As provided in University Bylaws under “Faculty Contracts,” faculty on letters of appointment shall not have voting rights. As provided in CLA Bylaws under section 17.B., contingent faculty shall not have voting rights in department-wide matters, but are eligible to serve on and vote in department committees other than the committee of the whole. The department limits the right to vote on promotion and tenure decisions to those faculty members who have already attained the rank or status at issue. No faculty member may vote on his or her own appointment, tenure, or promotion, or in cases when a clear conflict of interest exists.
3.1.3 Voting Procedures

During faculty meetings, voting shall generally be exercised by a show of hands; however, the chair or any faculty member with the right to vote may move that the vote be taken by written secret ballot. Such motions need not be seconded and are undebatable. In matters deemed by the chair not to require discussion, voting may be exercised outside of faculty meetings by electronic mail; however, before any such voting procedure takes place, any faculty member with the right to vote may call for the matter to be discussed and voted on in a faculty meeting, in which case the chair shall place the matter on the agenda of the next faculty meeting.

3.1.4 Department Faculty Meetings

The department chair or, in the chair’s absence, the vice-chair or the acting chair appointed by the dean, shall preside over faculty meetings, which are open to all faculty members of the department.

3.1.4.1 Frequency and Notice

Department faculty shall convene at least twice each semester. The chair shall call regular and special meetings as necessary, giving at least ten college working days’ prior notice of any meeting. Urgent meetings may be called with fewer days’ prior notice, but no business shall be transacted at said meetings other than the urgent business stated in the notice. The chair shall also call a meeting to be held within two weeks of receiving a petition signed by at least one-fifth of department faculty requesting a meeting.

3.1.4.2 Agenda

The chair shall prepare an agenda, with supporting materials, if needed, and distribute it no later than three college working days before each meeting. The chair shall include on the agenda any item offered by a faculty member so long as the chair receives the item at least four college working days prior to the meeting.

3.1.4.3 Rules of Order

The chair (or, in the chair’s absence, the vice-chair or the acting chair appointed by the dean) shall not vote other than to cast a tie-breaking vote. A quorum shall consist of 50 percent of the faculty (in person or represented by proxy) with the right to vote. The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to adjourn, or to take recess. The latest edition of Robert’s Rules of Order shall govern
department faculty meetings in all cases in which the *Rules* are applicable and in which they are not inconsistent with these Bylaws.

3.1.4.4 Minutes

Minutes of each faculty meeting shall be recorded and distributed to all faculty within fifteen college working days after each meeting. Minutes shall be corrected, if necessary, before they are voted on for adoption at the subsequent faculty meeting. Once adopted, minutes require a two-thirds vote for their amendment. A central file of all adopted minutes shall be maintained in the department office.

3.1.5 Graduate Faculty

Graduate Faculty shall consist of the tenured and tenure-track faculty members of the department.

3.1.6 Financial Transparency

Faculty shall have access to view all department budgets and all financial matters related to the operation of the department, unless those matters pertain to confidential personnel matters.

3.2 Office of the Chair

The department chair shall be a tenured member of the faculty and chief administrator and executive officer of the department as well as a nonvoting ex officio member of all its committees, save those that evaluate the chair. However, in committees that these Bylaws state shall be chaired by the department chair, the chair shall have the prerogative to vote or not, as the chair sees fit. The chair shall be responsible to the dean for implementing college and university policies and procedures, and to the faculty for implementing policies and procedures mandated by these Bylaws. The chair shall be responsible for acting on resolutions approved in department faculty meetings, so long as the resolutions are not in conflict with University Bylaws and NSHE code. The chair shall serve at the pleasure of the dean.

3.2.1 Term of Service

The chair shall serve for a term of three years.

3.2.2 Eligibility of Incumbent

The incumbent may be re-elected.
3.2.3  Election of the Recommended Chair

3.2.3.1  Time

The election shall be conducted in the spring semester preceding the end of the three-year term.

3.2.3.2  Procedure

The election shall be conducted as follows:

1) On the third Monday of the spring semester, the administrative assistant shall forward an email to all faculty eligible to vote, announcing the election and the current chair’s term (beginning and end dates), and asking faculty to submit nominations for chair via an anonymous online protocol, giving faculty who request it a double-envelope option. The email shall include verbatim the first paragraph of Section 3.2 “Office of the Chair.” The deadline for submitting nominations to the administrative assistant shall be the fifth Monday of the same semester.

2) The administrative assistant shall check with each eligible faculty member nominated to determine whether he or she is willing to serve.

3) By the fifth Friday of the spring semester, the administrative assistant shall email all department faculty a list of nominees willing to serve, without specifying how many times each was nominated.

4) By the sixth Friday of the spring semester, a faculty meeting shall be convened to elect the chair by secret written ballot. Two faculty members selected by random drawing shall read out the ballots while a third tabulates the votes on the whiteboard in plain view of the faculty. The nominee who wins a majority of the votes cast shall be recommended to the dean. Faculty ineligible to vote may attend the meeting but may not vote.

5) If no nominee obtains a majority vote, another election by secret written ballot between the two nominees who received the most votes shall be conducted, as above.

6) To break a tie, another election by secret written ballot shall be conducted, as above. If the tie holds, the dean shall be informed of the tie.
3.2.4 Appointment of the Chair

After considering the results of the election of the recommended chair, the dean shall appoint the chair of the department.

3.2.5 Resignation or Removal of the Chair

If the chair wishes to resign, then the chair shall submit his or her resignation to the dean and inform all department faculty accordingly. If a motion of no confidence in the chair is approved by a majority of the faculty, the chair shall inform the dean of its approval and shall have opportunity to submit to the dean reasons why the department should continue to repose confidence in the chair. Resignation or removal shall not take effect until the dean has appointed an Acting Chair. Immediately upon announcement of the chair’s upcoming resignation or removal, the administrative assistant shall follow the procedures set forth in “Election of the Recommended Chair,” except in keeping with this timetable: step 1) (outlined in the procedures) shall be taken no later than the first Monday after the announcement, the deadline for returning the ballots shall be the following Monday, step 3) shall be taken no later than the Friday after that, and the faculty meeting to elect the new recommended chair shall take place no later than the following Friday.

3.2.6 Evaluation of the Chair

The performance of the chair shall be evaluated annually

a) as a faculty member, by the Tenured and Tenure-Track Faculty Evaluation Committee, in the same manner as all other tenured and tenure-track department faculty, taking into account the chair’s Statement of Professional Responsibilities or Role Statement (see “Annual Evaluation of Faculty”). The committee shall select an individual from among its members to write the evaluation report, which, once approved by the committee, shall be forwarded to the chair and the dean.

b) as chair, by the faculty. Beginning with sufficient time to meet the college deadline, this evaluation process shall be conducted by the vice-chair as follows:

1) The chair shall submit to the vice-chair a summary of activities that pertain directly to the position of chair as carried out by him or her during the previous calendar year. The vice-chair shall distribute this summary to all faculty, together with directions on accessing the online evaluation
form, to be completed anonymously in one week, offering the option of a double-envelope method for completing the same form within the same time frame.

2) Within one week after receiving the evaluations, the vice-chair shall tabulate the results and compile all the written responses into a Report on the Evaluation of the Chair. This Report shall be delivered to the chair, who shall have the opportunity to attach a response to it if he or she wishes.

3) Within two weeks after compilation of the evaluation form, the vice-chair shall distribute the Report (together with the chair’s response, if any) to all members of the Tenured and Tenure-Track Faculty Evaluation Committee, the department chair, and the dean.

4) The completed forms, the tabulations, the raw data, and a copy of the Report (together with the chair’s response, if any) shall be placed on file in the department office, where a central repository of all such annual evaluations shall be maintained. Members of the Tenured and Tenure-Track Faculty Evaluation Committee shall have access to the current year’s file. If any errors are found, the vice-chair shall correct them and inform the dean, the chair, and the faculty accordingly.

3.2.7 Temporary Absence

Should the chair be temporarily absent or incapacitated, the acting chair appointed by the dean shall assume the authority and functions of the chair during the latter’s absence.

3.3 The Vice-Chair

The department vice-chair shall be a tenured faculty member who shall assist the chair in carrying out the duties and responsibilities of the office of the chair. Should the chair be temporarily absent or incapacitated, the department shall recommend to the dean the appointment of the vice-chair as acting chair. The acting chair shall assume the authority and functions of the chair during the latter’s absence.

3.3.1 Term of Service.

The vice-chair shall serve for a term of two years.
3.3.2 Eligibility of Incumbent.

The incumbent may be re-elected.

3.3.3 Election of the Vice-Chair.

3.3.3.1 Time

The election of the vice-chair shall be conducted in the spring semester preceding the end of the two-year term.

3.3.3.2 Procedure

The election shall be conducted as follows:

1) On the third Monday of the spring semester, the administrative assistant shall forward an email to all faculty eligible to vote, announcing the election and the current vice-chair’s term (beginning and end dates), and asking faculty to submit nominations for vice-chair via an anonymous online protocol, giving faculty who request it a double-envelope option. The email shall include verbatim the first paragraph of Section 3.3 “The Vice-Chair.” The deadline for submitting nominations to the administrative assistant shall be the fifth Monday of the same semester.

2) The administrative assistant shall check with each eligible faculty member nominated to determine whether he or she is willing to serve.

3) By the fifth Friday of the spring semester, the administrative assistant shall email all department faculty a list of nominees willing to serve, without specifying how many times each was nominated.

4) During the next regularly scheduled department meeting, faculty shall elect the vice-chair by secret written ballot. Two faculty members selected by random drawing shall read out the ballots while a third tabulates the votes on the whiteboard in plain view of the faculty. The nominee who wins a majority of the votes cast is elected vice-chair. Faculty ineligible to vote may attend the meeting but may not vote.

5) If no nominee obtains a majority vote, another election by written secret ballot between the two nominees who received the most votes shall be conducted, as above.
6) To break a tie, another election by written secret ballot shall be conducted. If the tie holds, the chair shall cast the deciding vote.

7) If the elections of the chair and the vice-chair coincide, then the election of the vice-chair shall be conducted in accordance with the above procedures, except that it shall be postponed as follows: a) nomination ballots shall be distributed on the first Monday after the chair has been appointed by the dean; b) the deadline for returning the ballots shall be the Friday thereafter; and c) the committee shall present the nominees to the department by the subsequent Friday.

3.3.4 Resignation or Removal of the Vice-Chair

If the vice-chair wishes to resign, then the vice-chair shall submit his or her resignation to the chair and inform all department faculty accordingly. If a motion of no confidence in the vice-chair is approved by a majority of faculty, then the vice-chair shall be removed from office. The resignation or removal shall not take effect until the chair has appointed an Acting Vice-Chair. Immediately upon announcement of the vice-chair’s upcoming resignation or removal, the department shall follow the procedures outlined above in “Election of the Recommended Vice-Chair,” except in keeping with this timetable: nomination ballots to elect the chair shall be distributed no later than the first Monday after the announcement, the deadline for returning the ballots shall be the following Monday, and the list of nominees shall be presented to the department no later than the Friday after that.

3.3.5 Evaluation of the Vice-Chair

Duties carried out by the vice-chair are evaluated annually, as service to the department, during the vice-chair’s Annual Evaluation/Merit review (see “Annual Evaluation of Faculty”).

3.4 Appointments

The chair may make appointments as necessary, normally at the beginning of each calendar year. Faculty members have the right to accept or decline such appointments. These include but are not limited to supervisors of graduate teaching assistants, undergraduate advisors, coordinators and directors of basic language programs, graduate and undergraduate assessment coordinators, graduate director, teaching schedule coordinators, and department website administrators. In all cases, the term of each appointment or reappointment shall be one year. Appointees serve at the pleasure of the chair and may be removed at any time. Should a
vacancy occur, the chair shall appoint a faculty member to serve out the calendar year. The service of such appointees is evaluated annually during Annual Evaluation reviews.

3.4.1 Announcing Appointments

After an appointee has accepted an appointment, the chair shall announce to the faculty the name and title of the appointment, first by electronic mail and, subsequently, in the next regularly scheduled faculty meeting. The department website shall be updated accordingly, showing the titles and names of all appointees currently serving.

3.5 Standing Committees

The chair shall appoint members to standing committees at the beginning of each academic year to assist in the operation of the department. These committees and their members shall serve at the pleasure of the chair for a term of one year, unless otherwise stated below. Should a vacancy occur, the chair shall appoint a faculty member to serve out the term.

3.5.1 Bylaws Committee

The chair shall appoint at least three and no more than five members of the faculty to serve on the Bylaws Committee. Committee members shall serve three-year terms, staggered so that at least two experienced members will be serving each year. At his or her discretion, the department chair shall either appoint a committee chair or ask the committee to elect one from among its members. Members may be reappointed in subsequent years. The committee is charged with carrying out the functions provided in these Bylaws, specifically, under “Amendments,” “Custody and Availability,” and “Interpretation.” The committee may initiate its own proposals to amend these Bylaws in accordance with procedures provided under “Amendments.” The committee shall review these Bylaws annually and shall propose to the department any amendments needed to improve them or to keep them consistent with newly approved changes in university and college Bylaws.

3.5.2 Graduate Studies Committee

The Graduate Studies Committee shall be chaired by the graduate director in Spanish and consist of at least two other Spanish graduate faculty members, appointed by the department chair. Members may be reappointed in subsequent years. The committee is charged with serving as advisor to the graduate director and meeting each semester to weigh the merits of graduate assistantship applicants. Prior to any meeting to discuss applicant qualifications, the graduate director shall announce to all graduate faculty in
Spanish the names of current applicants and make available their dossiers in the department office, encouraging faculty to make their recommendations to any member of the committee. The committee shall develop a list of applicants, prioritized on the basis of their academic and scholarly records, letters of recommendation, and promise of high achievement in graduate study, teaching, and research. This list shall constitute the committee’s recommendations to the department chair for awarding graduate assistantships.

3.5.3 Tenure Committee

The Tenure Committee shall comprise all tenured faculty members in the department. The department chair shall chair the committee. The committee’s duty is to evaluate the performance of tenure-track faculty and to make recommendations to the department chair for granting tenure or for progress made toward tenure, in accordance with these Bylaws.

3.5.4 Promotion Committee for Tenured and Tenure-Track Faculty

The Promotion Committee for Tenured and Tenure-Track Faculty shall comprise all faculty members of a rank higher than that of the member being considered for promotion. The department chair shall chair the committee; if the department chair is of insufficient rank to be a member, the committee shall elect a chair from among its members, and the department chair shall be an ex-officio, nonvoting member. The committee’s duty is to evaluate the performance of tenured and tenure-track faculty and to make recommendations to the department chair for granting promotion and for progress made toward promotion in accordance with these Bylaws.

3.5.5 Promotion Committee for Non-Tenure-Track Faculty

The Promotion Committee for Non-Tenure-Track Faculty shall comprise all non-tenure-track faculty members with a rank higher than that of the member being considered for promotion, as well as all tenured faculty members. The department chair shall chair the committee. The committee’s duty is to evaluate the performance of non-tenure-track faculty members and to make recommendations to the department chair for granting promotion or for progress made toward promotion in accordance with these Bylaws.

3.6 Special Committees

3.6.1 Summer Session Committee

The Summer Session Committee shall comprise the department chair and four faculty members, appointed by the chair at the beginning of the fall
The committee, chaired by the department chair, shall meet to consider graduate student and faculty requests for teaching during the subsequent Summer Session and shall forward its recommendations to the department chair for Summer Session staffing in accordance with the procedures provided in these Bylaws. Faculty making such requests for any given summer may not serve on the committee that decides staffing for that summer.

The committee shall make its recommendations to the chair on staffing courses in each language specialty in accordance with the following criteria: preference shall be given first to graduate student assistants, then to lecturers, then to instructors with letters of appointment, and then to professors, in that order. If ranking graduate teaching assistants is necessary, they shall be ranked in order of highest grade point average to date; if ranking any of the remaining groups is necessary, the least financially costly appointment shall have priority. A summer session teaching appointment may be offered to a candidate who has accepted a position in the department to begin in the academic year following the summer session.

### 3.6.2 Annual Evaluation of Tenured and Tenure-Track Faculty Committee

The Annual Evaluation of Tenured and Tenure-Track Faculty Committee shall be chaired by the department chair, who shall appoint half the tenured faculty from each degree-granting program to serve on the committee one year, and the other half the following year. When the number of tenured faculty in a program is not divisible by two, the chair shall appoint half the next lowest number. It shall be incumbent upon all appointed members to serve, unless they are on an approved leave, in which case they must serve the following year. The chair shall devise a list and track the service of members in each program from year to year, to assure that any rotation required is done in the most equitable manner possible. A copy of this ongoing list shall be kept in the department office, where it shall be available to all tenured faculty members. A new committee shall be formed by the end of each Fall semester, and shall meet at the beginning of the subsequent Spring semester to evaluate the previous calendar year’s research and creative activities, teaching, and service of tenured and tenure-track faculty in accordance with the guidelines set forth in these Bylaws.

### 3.6.3 Annual Evaluation of Non-Tenure-Track (Zero-Rank) Faculty Committee

The Annual Evaluation of Non-Tenure-Track (Zero-Rank) Faculty Committee shall consist of the department chair and three zero-rank faculty members selected by the chair on a rotation basis. The chair shall devise a list and track the service of members from year to year, to assure
that rotations are conducted in the most equitable manner possible. A copy
of this ongoing list shall be kept in the department office, where it shall be
available to all zero-rank faculty members. Service on the committee is
not mandatory. A new committee shall be formed each November. The
committee shall meet in January of the following year to evaluate for merit
consideration the teaching, professional development, and service of zero-
rank faculty during the previous calendar year, in accordance with the
guidelines provided in these Bylaws. The department chair shall chair the
committee.

3.6.4 Search Committees

Search committees are charged with following the procedures provided
under “Recruitment and Appointment of Faculty,” below. Committee
members serve until the search has been completed. In case of a failed
search, the department chair may retain the committee or appoint a new
one to conduct the new search.

3.6.4.1 Tenured and Tenure-Track Positions

Search committees charged with filling tenured and tenure-track
positions shall be appointed by the chair and shall consist solely of
tenured and tenure-track faculty. These committees shall consist of
at least four members and shall include a university-at-large
member. The department chair shall appoint the committee chair.

3.6.4.2 Non-Tenure-Track Positions

Search committees charged with filling non-tenure-track (zero-
rank) positions shall be appointed by the chair and may include
zero-rank faculty. These committees shall consist of at least four
members and shall include a university-at-large member. The
department chair shall appoint the committee chair.

3.6.5 Program Committees

Committees may be formed consisting of all faculty assigned to a
language program. Each such committee shall elect, by written secret
ballot, a chair from among its members and meet to discuss matters that
are relevant to its language program and to the department. The chair shall
serve no more than one year, beginning in the Spring semester, and may
be re-elected. By a simple majority vote such committees may authorize
their chairs to coordinate with the department chair about matters related
to their respective programs, to place items on department meeting
agendas in accordance with these Bylaws, and, at such meetings, to inform
department faculty about matters related to their respective programs.
3.7 Ad Hoc Committees

The chair may appoint ad hoc committees as needed. When announcing the name and membership of a newly formed ad hoc committee, the chair shall include a brief description of its charge.

3.8 Announcing Standing, Special, and Ad Hoc Committee Appointments

Within one week after appointees have accepted committee appointments, the chair shall announce to the faculty the names of appointees and the committees to which they have been appointed, first by electronic mail and, subsequently, in the next regularly scheduled faculty meeting. The department website shall be updated accordingly, showing the names of all committees, their membership, their charges, and who chairs each committee.

4 Personnel Policies

4.1 Faculty Responsibilities

A faculty member’s responsibilities shall consist of a combination of teaching, scholarly and creative activities (or, for zero-rank faculty, professional development), and service, as agreed upon annually in the faculty member’s Statement of Professional Responsibilities (see below). In general, such statements should take into account that service expectations for non-tenured tenure-track faculty are not as high as for tenured faculty, and that the teaching responsibilities of zero-rank faculty are higher than those of tenured and tenure-track faculty.

4.2 Recruitment and Appointment of Faculty

The chair shall periodically review the most recent departmental strategic plan and shall include staffing needs in the agenda of at least one faculty meeting per year. After said meeting(s), the chair shall apprise the dean of the department’s views on staffing needs and shall consult with the dean about new or vacated faculty positions.

When the dean authorizes a search to fill a new or vacated faculty position, the chair shall consult with the convened faculty specializing in the same language as that described in the position announcement and shall, in a subsequent faculty meeting, discuss the position announcement and search criteria until these are approved. Once the dean approves the position announcement, the chair shall appoint an appropriate committee, as outlined in “Search Committees,” to initiate and conduct the search in conformity with the search criteria and current university search procedures.

The recommendation for appointment of a new faculty member shall be made by
the chair of the Search Committee to the convened faculty specializing in the same language as that specified in the position announcement. Said faculty shall discuss the recommendation and vote in secret ballot on whether or not to approve it. If said faculty approves the recommendation by majority vote, then the department chair shall, in a department faculty meeting, bring the recommendation to discussion and to a vote in secret ballot. If said faculty does not approve the recommendation by majority vote, it shall inform the Search Committee, which shall meet to decide whether to bring forward another candidate or to declare a failed search. The chair shall report to the dean all decisions reached by the aforesaid bodies.

4.3 Doctoral Candidates

A candidate for a tenure-track position who has not yet completed the Ph.D. degree may be appointed to the faculty as a rank I instructor and, following completion of the degree, to assistant professor (rank II), only in accordance with the terms set forth in the letter of offer from the dean.

4.4 Annual Evaluation of Faculty

4.4.1 Statement of Professional Responsibilities (Role Statement)

Each faculty evaluation shall be made on the basis of professional responsibilities and performance expectations mutually agreed upon by the individual faculty member and the chair. These responsibilities shall be consistent with the department’s mission and specified annually in a Statement of Professional Responsibilities that is signed by both parties before the calendar year of evaluation begins. The dean must approve any significant discrepancy between a faculty member’s statement of professional responsibilities and the department’s mission. If a faculty member and the chair cannot agree upon specified professional responsibilities, the matter is subject to mediation by the dean. If mediation by the dean fails, then, in accordance with UNR Bylaws (“Professional Responsibilities”), the matter is subject to reconsideration and grievance procedures outlined in UNR Bylaws.

4.4.2 Annual Evaluation Procedures

All faculty evaluations shall be conducted annually by the appropriate Evaluation committee (see “Special Committees”), which shall forward its recommendations to the chair. The chair shall then write an evaluation of each faculty member’s performance, rating it as “excellent,” “commendable,” “satisfactory,” or “unsatisfactory.” An overall evaluation of “excellent” or “commendable” is meritorious. The faculty member shall have the opportunity to read this evaluation, which shall carry a signed statement indicating that he or she has read it or has waived the right to
read it. In accordance with UNR Bylaws, faculty members who disagree with their annual evaluations may submit a written rejoinder (NSHE Code 5.16), which shall become part of the annual evaluation report. They may also initiate a reconsideration and/or a grievance through regular administrative channels (see “Procedures for Initiating a Grievance,” UNR Bylaws). The chair shall submit all annual evaluation reports to the dean. Faculty members may request that the College Personnel Committee review their annual evaluation reports (CLA Bylaws, 20.C.5).

4.4.2.1 Approved Leaves

Annual evaluations that include a semester during which the faculty member is on a leave approved by the dean shall not penalize the faculty member for not discharging teaching and service duties on campus during that semester. Such leaves include sabbatical and faculty development leaves, assigned teaching abroad, parental leaves, and any leaves of absence that are approved by the dean.

4.4.2.2 Annual Evaluation of Tenured and Tenure-Track Faculty

The Annual Evaluation of Tenured and Tenure-Track Faculty Committee evaluates the professional accomplishments of each tenured and tenure-track faculty member. The committee shall equitably consider each faculty member’s Statement of Professional Responsibilities (Role Statement) and report of accomplishments, submitted in a standard evaluation form, together with any supporting materials needed, in the areas of teaching, scholarly and creative activities, and service. The faculty member shall include a current curriculum vita, the governing Statement of Professional Responsibilities, and the previous year’s evaluation report in the submitted materials. If the evaluation guidelines expressed below are amended, the amended guidelines shall only apply to the evaluation year subsequent to the year in which they are adopted (see Adoption of Amendments).

Evaluation Guidelines

Teaching. This includes scheduled on-campus, USAC, and online teaching (but excludes summer school and extension teaching), direction of graduate and undergraduate students in independent study courses, course preparation, advising of graduate and undergraduate students, professional development activities related to teaching, written M.A. exam preparation, service on graduate advisement-examination committees, submissions of instructional grants, teaching awards received, new course development, guest
lectures in colleagues’ courses, substitute teaching for colleagues in the department, and writing letters of recommendation for students. At a minimum, faculty members shall submit the syllabus and the student evaluations for each course taught. Upon request, the chair shall provide the committee with grade distributions and averages for each course taught. For each independent study course directed, faculty members shall submit a brief description of what the course entailed. Additional reports and supporting materials that will aid the committee in its evaluation may be submitted and may include advisement reports, class visit peer-evaluation reports, self-evaluation reports, new course development summaries, significant revisions to existing courses taught (change of primary text, updating course materials, teaching innovations), new implementation of technology in the classroom, documentation of awards received, and any other pertinent information.

Scholarly and Creative Activities. These activities include the preparation and publication (electronic or print) of discipline-related books, articles, book reviews, critical editions, textbooks, conference proceedings, essay compilations, chapters or portions of a book, translations, and encyclopedia entries; software development; delivering presentations at professional conferences; attending and participating in conferences and workshops; and seeking or acquiring grants in support of conducting scholarly and creative activities.

Faculty members shall provide the committee with annual reports on their scholarly and creative activities, together with any supporting evidence needed. With respect to published or forthcoming works, that evidence shall include either an edition of the published work itself or a copy of the text that has been accepted for publication, together with written evidence of acceptance. In either case, faculty members shall include information about the content, the publisher, editorial policies, and other information pertinent to the work and its publication, such as the medium in which it has appeared or will appear and the review process it has undergone. If the work is co-authored, the faculty member shall state the nature and approximate percentage of the work she or he contributed. With respect to conference papers, a copy of the text delivered shall be included, together with information about the date, place, title of the conference, and whether its scope is local, regional, national, or international. If work in progress is mentioned in the report, it must be described, unless it is the faculty member’s primary research or creative activity for the year, in which case a copy of the work must also be submitted. Software development may be described and, if
feasible, demonstrated to the committee. Other activities, such as seeking or acquiring grants and scholarships in support of conducting scholarly or creative activities, may also be described, accompanied, where appropriate, by supporting materials. Any awards, prizes, or honors received should be noted and supported by documentary evidence. The department shall credit original scholarly or creative books (not textbooks, anthologies, or edited collections) for three years.

Service. This includes university, college, and departmental service on committees, boards, panels, task forces, and the like; service in the community, including pro bono consulting, committee work, presentations in schools, and service to community groups, projects, and organizations where such service is intrinsically related to the professional competence of the faculty member; outreach services, including participation in events or programs that strengthen cooperation between the university and the schools, and evaluating community-sponsored programs or activities; service as mentor to a probationary faculty member; participation in the review of the teaching and research of peers; mentoring department language clubs; and service to the discipline, including organizing and presiding over panels at professional conferences and workshops or serving as a commentator, activities related to professional growth and development, holding office in professional organizations, reviewing textbooks (whether compensated or not), editing and refereeing for professional journals, reviewing research proposals, and similar professional activities.

The faculty member shall enumerate service activities and provide a brief description of each item, sufficient to give the committee an understanding of the amount and type of work entailed.

4.4.2.3 Annual Evaluation of Non-Tenure-Track (Zero-Rank) Faculty

The Annual Evaluation of Non-Tenure-Track (Zero-Rank) Faculty Committee evaluates the professional accomplishments of zero-rank faculty. The committee shall equitably consider each faculty member’s Statement of Professional Responsibilities (Role Statement) and report of accomplishments, submitted in a standard evaluation form, together with any supporting materials needed, in the areas of teaching, professional development, and service. The faculty member shall include a current curriculum vitae and the evaluation form he or she submitted the previous year. If the evaluation guidelines expressed below are amended, the amended guidelines shall only apply to the evaluation year subsequent to the
year in which they are adopted (see Adoption of Amendments).

Evaluation Guidelines

**Teaching.** This includes scheduled on-campus, USAC, and online teaching (but excludes summer school and extension teaching), direction of undergraduate students in independent study courses, course preparation, advising of undergraduate students, instructional grants applied for or received, teaching awards, new course development, guest lectures in colleagues’ courses, substitute teaching for colleagues in the department, and writing letters of recommendation for students. At a minimum, faculty members shall submit the syllabus and the student evaluations for each course taught. Upon request, the chair shall provide the committee with grade distributions and averages for each course taught. For each independent study course directed, faculty members shall submit a brief description of what the course entailed. Additional reports and supporting materials that will aid the committee in its evaluation may be submitted and may include advisement reports, class visit peer-evaluation reports, self-evaluation reports, new course development summaries, significant revisions to existing courses (change of primary text, updating course materials, teaching innovations), new implementation of technology in the classroom, documentation of awards received, and any other pertinent information.

**Professional Development.** This involves any activity that builds disciplinary expertise, and includes participation in workshops, enrolling in and satisfactorily completing semester-length courses related to the discipline, organizing and presiding over panels at professional conferences and workshops or serving as a commentator, attendance at professional meetings, and grants funded or submitted. When conducting scholarly or creative activities (this includes publications, work in progress intended for publication, and presentation of papers at professional meetings), faculty should follow the guidelines set forth in Scholarly and Creative Activities under Annual Evaluation of Tenured and Tenure-Track Faculty.

**Service.** This includes university, college, and departmental service on committees, boards, panels, task forces, and the like; service in the community, including pro bono consulting, committee work, presentations in schools, and service to community groups, projects, and organizations where such service is intrinsically related to the professional competence of the faculty member; outreach services, including participation in events or programs
that strengthen cooperation between the university and the schools, and evaluating community-sponsored programs or activities; participation in the review of the teaching and research of peers; mentoring department language clubs; and service to the discipline, including organizing and presiding over panels at professional conferences and workshops or serving as a commentator, activities related to professional growth and development, holding office in professional organizations, reviewing textbooks (whether compensated or not), editing and refereeing for professional journals, reviewing research proposals, and similar professional activities.

The faculty member shall enumerate service activities and provide a brief description of each item, sufficient to give the committee an understanding of the amount and type of work entailed.

4.4.2.4 Determining Overall Evaluations

After equitably considering each faculty member’s Statement of Professional Responsibilities (Role Statement) and report of accomplishments, the committee shall arrive at the faculty member’s overall annual evaluation by 1) assigning a whole number from 4 to 0 to each of the areas of responsibility (Teaching, Scholarly and Creative Activities/Faculty Development, and Service), where 4 indicates highest performance and 0 indicates lowest performance; 2) multiplying the value assigned in each area by the percentage that area was allotted in the faculty member’s Statement of Professional Responsibilities; and 3) adding the products (see Appendix 1). In cases of extraordinary achievement in one or more of the areas of responsibility, the department chair may recommend Extraordinary Merit without regard to the computed overall rating.

4.4.2.5 Confidentiality and Transparency

Evaluation committee proceedings and deliberations are confidential. Annual evaluation reports issued by the chair to the faculty member and forwarded to the dean are also confidential. The chair shall issue each faculty member a copy of the calculation table used to determine his or her overall rating and its merit step equivalent (see Appendix 1). The faculty member’s calculation table shall enjoy the same confidentiality as the annual evaluation report and shall be provided to the faculty member separately from but concurrently with it. Unless the “Standard Numerical Ranges” set forth in Appendix 1 were used, the chair shall make available to all faculty the adjusted numerical ranges used to determine overall
evaluations for tenured and tenure-track faculty and for non-tenure-track (zero-rank) faculty. Once the dean has approved faculty evaluation ratings, the chair shall issue a report to the faculty, stating the number of tenured and tenure-track faculty and the number of non-tenure-track (zero-rank) faculty who received each of the five merit levels, together with the average step awarded to each of those two groups and to the department as a whole.

4.5 Tenure

4.5.1 Eligibility

Academic faculty in Ranks II, III, or IV (0.5 FTE or greater) shall be eligible for appointment with tenure at any time during the probationary period of employment. Academic faculty in Ranks 0 or I are ineligible for tenure.

4.5.2 Probationary Period

Eligible faculty serve a probationary period before being considered for tenure. The probationary period shall not exceed seven years of uninterrupted fulltime service in ranks II through IV. Application materials for tenure must be submitted by the deadline provided by the CLA. If a tenure-track faculty member has not been awarded tenure by the end of the faculty member's sixth probationary year, the faculty member shall be notified that the contract issued for the seventh academic year is a terminal contract.

4.5.3 Probationary Credit

With approval of the president, academic faculty with fulltime prior employment at other accredited post-secondary institutions may apply up to three years to their probationary period in accordance with NSHE Code (see Chapter 3 of the Code). Such decision must be made at the time of hire.

4.5.4 Leave During Probationary Period

Authorized periods of leave, paid or unpaid, may be excluded from service toward the seven-year probationary period upon written request of the faculty member and approval of the president (for details, see NSHE Code, Chapter 3).

4.5.5 Extension of Probationary Period
The period of probation may exceed seven years upon written request of the faculty member and approval of the president. The dean may recommend that the president approve such a request. The decision of whether to grant the faculty member’s request to exceed the seven-year probationary period shall be based upon the sole discretion of the president. The decision of the president is final. The request for an extension of the seven-year period of probation must state the reasons for such extension. (See NSHE Code, Chapter 3.)

4.5.6 Consideration for Tenure During Probationary Period

Academic faculty eligible for appointment with tenure may be considered for such appointment at the appropriate time (usually the fall semester) in any year of employment during the probationary period (NSHE Code, Chapter 3).

4.5.7 Appointment With Tenure Upon Hire

An appointment with tenure upon hire may be made upon recommendation by the department faculty, the dean, and the president, in accordance with Chapter 3 of the NSHE Code.

4.5.8 Annual and Third-Year Reviews

The performance of probationary faculty members shall be reviewed annually by the chair, in consultation with all members of the Tenure Committee, to assess progress made toward tenure and to consider reappointment. Before writing each annual review, the chair shall either ask the Tenure Committee to meet for that purpose or consult individually with all its members. However, no later than the end of the probationary faculty member’s third academic year, the Tenure Committee must meet to consider progress made toward tenure and to consider reappointment; the committee’s findings in this third-year review shall be summarized in the chair’s review. The chair shall forward all annual reviews to the dean and, in the case of third-year reviews, to the college Personnel Committee. In accordance with CLA Bylaws, the college Personnel Committee shall make a recommendation to the dean on each third-year review, and the decision of the dean, which shall include reference to the recommendation of the Personnel Committee, shall be communicated in writing to the faculty member being reviewed and to the chair, who shall subsequently communicate it to the Tenure Committee.

At least three college working days before the day on which the chair forwards an annual or a third-year review to the dean or to the college Personnel Committee, the probationary faculty member shall be provided a copy. Each review shall contain suggestions for improvement, if needed,
and suggestions for continued development that must be undertaken by the faculty member to be considered for tenure at a later date. Beginning with the second review and annually thereafter, the faculty member shall provide the chair with a brief Report on Progress made since the previous review in the three areas of responsibility and on how any suggestions for improvement or continued development that may have been expressed in that review were addressed in the intervening year. The chair, before consulting or meeting with the Tenure Committee to conduct a review, shall provide its members with the probationary faculty member’s current Report on Progress, as well as with all previous progress reports by and reviews of the faculty member.

4.5.9 Disagreements with Annual and Third-Year Reviews

Probationary faculty who find errors of fact or disagree with the judgments expressed in annual or third-year reviews may consult with the chair about the possibility of emending the review before it is forwarded to the college. However, the chair’s decision on whether and how to emend the review, as well as on whether or not to consult with the Tenure Committee about any emendations, is final. If, after that decision, the faculty member still objects to the review, he or she may write a letter to the chair to express the objections, in which case the letter shall be attached to the review and kept in the faculty member’s personnel file. The chair shall inform all Tenure Committee members of the existence of the letter and provide access to it.

4.5.10 Standards for Appointment with Tenure

The faculty member shall demonstrate a substantial record of achievement in teaching, scholarly and/or creative work, and service, as these three areas are defined in the Evaluation Guidelines (see Annual Evaluation of Tenured and Tenure-Track Faculty). This record shall be consistent with the faculty member’s Statement of Professional Responsibilities (Role Statement) and with the department mission. The Tenure Committee shall recommend an appointment with tenure only if, upon application for tenure, the faculty member is evaluated as “excellent” in teaching or in scholarly and/or creative activities and at least as “satisfactory” in the other two areas (see NSHE Code, Chapter 3).

4.5.11 Application Process

4.5.11.1 External Reviewers

No later than the end of the Spring semester, probationary faculty shall inform the chair, in writing, of intent to apply for tenure the following Fall semester, and provide a list of five or more scholars
who have appropriate expertise to serve as external reviewers. The chair, in consultation with faculty whose area of expertise is germane to the matter under review, shall develop a similar additional list of scholars. The chair shall select three individuals from among the five or more listed by the faculty member and three from among the list developed by the chair, for a total of six scholars. Within two weeks after receiving notice by the faculty member of intent to apply for tenure, the chair shall invite these six scholars to evaluate the faculty member’s qualifications for tenure. If a scholar declines the invitation, the chair shall invite another scholar from the same list in which that scholar appeared, and so on as needed, until three scholars from the faculty member’s list and three scholars from the chair’s list have accepted the invitation to review. The faculty member shall provide the chair with a current curriculum vitae and copies of publications to be sent to the six external reviewers who have accepted.

4.5.11.2 Application Materials

No later than one week preceding instruction in the Fall semester, the probationary faculty member shall submit the application form and provide the chair with a dossier containing a) a table of contents, b) a current curriculum vitae, c) documentation of all scholarly and creative work produced during the probationary period, d) documentation of accomplishments in teaching during the probationary period, e) a list of service activities, and f) any other information that will be helpful to the Tenure Committee in arriving at a recommendation. In addition, the faculty member shall provide the chair with copies of the current and all previous annual Reports on Progress and annual reviews (see Annual and Third-Year Reviews). If the faculty member has received probationary credit (see Probationary Credit), work accomplished during the year(s) credited must also be included. The chair shall immediately make all these materials available to members of the Tenure Committee, which shall convene with sufficient anticipation to meet college and university deadlines.

4.5.12 Negative Recommendations for Tenure

If a negative recommendation for tenure is received at any level, the faculty member has the right for reconsideration of the decision following the procedures in the University Bylaws, “Notice of Personnel Recommendations,” and the NSHE Code (5.2.3 & 5.2.4).

4.6 Promotion
In accordance with Section 5.2.2 of the NSHE Code, the president must approve all recommendations concerning promotion.

4.6.1 Promotion of Tenured and Tenure-Track Faculty

4.6.1.1 Promotion to Associate Professor (Rank III)

A faculty member at Rank II shall be eligible for promotion to Rank III when he or she has demonstrated a substantial record of achievement in teaching, scholarly and/or creative work, and service, as these three areas are defined in the Evaluation Guidelines (see Annual Evaluation of Tenured and Tenure-Track Faculty). This record shall be consistent with the faculty member’s Statement of Professional Responsibilities (Role Statement) and with the department mission. A departmental recommendation for promotion to the rank of Associate Professor may precede, accompany, or follow upon a recommendation for tenure. The Promotion Committee for Tenured and Tenure-Track Faculty shall only recommend promotion to Rank III if, upon application for tenure, the faculty member is evaluated as “excellent” in teaching or in scholarly and/or creative activities and at least as “satisfactory” in the other two areas (see CLA Bylaws).

4.6.1.2 Promotion to Professor (Rank IV)

A faculty member at Rank III shall be eligible for promotion to Rank IV when he or she has established a sustained record of excellence in a professional field. The record shall document publication or creative work judged significant by peers external to the university in the field; distinguished professional service; and distinction in teaching or related activities. The record may document exceptional administrative achievement as well. A departmental recommendation for promotion to the rank of Professor may precede, accompany, or follow upon a recommendation for tenure.

4.6.1.3 Application Process

The department or the applicant may initiate the application process. The timing and procedure shall be the same as that prescribed in these Bylaws under External Reviewers and Application Materials in the Tenure clauses above. However, when applications for tenure and promotion are made concurrently, letters from external reviewers, who shall be notified of same, shall be used for both purposes.
4.6.2 Promotion of Non-Tenure-Track (Zero-Rank) Faculty

In accordance with CLA Bylaws, continuing non-tenure-track faculty members are eligible to apply for promotion.

4.6.2.1 Promotion to Rank 0(II)

A non-tenure-track faculty member in Rank 0(I) shall be eligible for promotion to Rank 0(II) when the faculty member has attained at least the M.A. degree in the relevant professional field and has demonstrated potential for developing professional achievement in teaching, professional development, or service, as these three areas are defined in the Evaluation Guidelines (see Annual Evaluation of Non-Tenure-Track [Zero-Rank] Faculty).

4.6.2.2 Promotion to Rank 0(III)

A non-tenure-track faculty member in Rank 0(II) shall be eligible for promotion to Rank 0(III) when the faculty member has established a substantial record of achievement in his or her major area of responsibility.

4.6.2.3 Promotion to Rank 0(IV)

A non-tenure-track faculty member in Rank 0(III) shall be eligible for promotion to Rank 0(IV) when the faculty member has established a sustained record of excellence in his or her major area of responsibility.

4.6.2.4 Application Process

No later than one week preceding instruction in the Fall semester, the non-tenure-track faculty member seeking promotion shall provide the chair with an application dossier containing a) a table of contents, b) a current curriculum vitae, c) documentation of accomplishments in teaching during current-rank period, d) a list of professional development activities, e) a list of service activities, and f) any other information that will be helpful to the Promotion Committee for Non-Tenure-Track Faculty in arriving at a recommendation. In addition, the faculty member shall provide the chair with copies of the annual evaluation reported during the current-rank period, as well as a current Statement of Professional Responsibilities (Role Statement). The chair shall immediately make these materials available to members of the Promotion Committee for Non-Tenure-Track Faculty, which shall convene with sufficient anticipation to meet college and university deadlines.

4.6.3 Negative Recommendations for Promotion
If a negative recommendation for promotion is received at any level, the faculty member has the right for reconsideration of the decision following the procedures established in the university Bylaws, “Notice of Personnel Recommendations,” and Chapter 5 of the NSHE Code.

5 Students

5.1 Participation of Students in Department Meetings and Committees

5.1.1 Appointments to Committees

The chair may make one-year non-renewable appointments of students to serve as non-voting members on the Courses and Curricula and any ad hoc committees directly related to student affairs. No more than one student shall serve on any one committee.

5.1.2 Graduate Student Representation

At their choosing, graduate students may elect from among themselves a student to represent them in the department. The graduate student representative is welcome to attend and participate in department meetings, but without the right to vote.

5.2 Graduate Program

Graduate Students shall consult and follow the Graduate Program guidelines posted on the department website and available in print from the department office.

Appendices

1 Table for Determining Overall Evaluations

This Appendix 1 is referred to in 4.4.2.4 Determining Overall Evaluations and 4.4.2.5 Confidentiality and Transparency.

Standard Numerical Ranges

A total of 4.00 to 3.50 results in an overall evaluation of “Excellent” (high)
3.49 to 2.50 “Excellent” (low)
2.49 to 1.50 “Commendable” (high)
1.49 to 0.50 “Commendable” (low)
0.49 to 0.00 “Satisfactory” or “Unsatisfactory”

The evaluation committee and the department chair are authorized to adjust the above ranges up
or down to arrive at an overall department average if so mandated by the dean. Neither the average rating of tenured and tenure-track faculty nor the average rating of non-tenure-track faculty may exceed the average rating mandated by the dean.

**Examples**

In the following examples, the “Weight” column reflects the faculty member’s Statement of Professional Responsibilities (Role Statement), and the “Eval (4 – 0)” column reflects the evaluation rating, which, in accordance with 4.4.2.4 Determining Overall Evaluations, must be a whole number, from 4 to 0, assigned by the evaluation committee and the chair.

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<th>Date: 00.00.00</th>
<th>Overall rating: Excellent (High)</th>
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</tr>
<tr>
<td>Research/FacDev</td>
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<td>1.20</td>
</tr>
<tr>
<td>Service</td>
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<table>
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<th>Date: 00.00.00</th>
<th>Overall rating: Excellent (High)</th>
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<tbody>
<tr>
<td></td>
<td>Weight x Eval (4 - 0) =</td>
<td>2011 Step Equivalent: Step 4</td>
</tr>
<tr>
<td>Teaching</td>
<td>80% 4</td>
<td>3.20</td>
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<tr>
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