BYLAWS FOR
CENTRAL/NORTHEAST AREA
COOPERATIVE EXTENSION
UNIVERSITY OF NEVADA, RENO

Mission Statement

The Central/Northeast Area's mission is to "develop, disseminate, preserve and use knowledge to strengthen the social, economic and environmental well-being of people".

Part 1 - Introduction

Chapter 1 - Bylaws

1. AUTHORIZATION

These Bylaws are authorized by Part 2, Chapter I, Section 5 of the University of Nevada, Reno Bylaws.

2. SCOPE OF THE BYLAWS

The Bylaws provide for (1) the organization and administrative structure and (2) the personnel policies and procedures for the faculty of the Central/Northeast Area Department (herein after referred as Area) of the University of Nevada Cooperative Extension, the University of Nevada, Reno (herein after referred as the University) and are consistent with the University of Nevada Cooperative Extension Bylaws, the University Bylaws, the Nevada System of Higher Education Code (NSHE -- herein after referred to as the Code) and the laws of Nevada and the United States.

Unit bylaws are subordinate to the bylaws and policies of the university and to the Code and policies of the Nevada System of Higher Education. In the event of a conflict between the unit bylaws and the NSHE Code and policies or university bylaws and policies, the unit bylaws shall be superseded by the others and the policies of the university or the NSHE shall apply.

These Bylaws shall be in effect upon approval of a majority (51%) of the faculty casting votes, the Area Director, the Dean of Cooperative Extension, and the President of the University.

3. AMENDMENT OF THE BYLAWS

Any voting member of the Area may propose amendments to the Bylaws. To amend the Bylaws the following procedure is required:
a. Submit proposed amendment to other voting members of the Area at least one week prior to the amendment being placed on an area faculty meeting agenda.

b. Hold open discussions with faculty regarding the amendment.

c. Forward the amendment to all voting faculty for a vote by written secret ballot.

Amendments shall be adopted upon: 1) a two thirds majority vote of the faculty casting votes; 2) approval of the Area Director, 3) approval of the Dean of Cooperative Extension; and 4) approval by the President of the University (Comment: in the UNCE Bylaws we write President of UNR). Most recently approved Area Bylaws shall be made available to faculty by providing faculty with copies and by being placed on file in the Area, the office of the Faculty Senate, and the office of the Dean.

4. INTERPRETATION OF THE BYLAWS

Questions of interpretation of the Bylaws shall be directed first to the voting faculty of the Area, for discussion and possible clarification. If unresolved at the area level, the question shall be referred to the Area Director. If unresolved at the Area level, the question shall be referred to the Cooperative Extension Bylaws Committee and thereafter referred in a manner consistent with the Cooperative Extension Bylaws.

Part 2 - Organization and Administrative Structure

Chapter II - Units

5. FUNCTIONS OF CENTRAL/NORTHEAST AREA COOPERATIVE EXTENSION

The functions of the Central/Northeast Area are to identify community issues, interpret and encourage the application of science based research, develop community-based educational programs using a variety of methods, and enhance people's knowledge and skills.

6. ORGANIZATION OF CENTRAL/NORTHEAST AREA OF UNIVERSITY OF UNIVERSITY OF NEVADA COOPERATIVE EXTENSION

The integral parts of the Area's organization is (a) the voting faculty, which are defined in Part 2, Chapter IV, section 13 of this document, (b) adjunct faculty, also defined in Part 2, Chapter IV, section 13 of this document, (c) staff which include but are not limited to state classified and county staff, (d) other Area faculty, and (e) volunteers.

7. CHANGES IN ORGANIZATION

Organizational changes shall be made in accordance with Part 2, Chapter I, section 7 of the University Bylaws.
Chapter III - Administration

8. THE AREA DIRECTOR

The Area Director shall be chief administrative and executive officer of the Area, which includes serving as chair at all open faculty meetings and as member ex officio of all Area committees. The Area Director shall only exercise voting rights in order to break tie votes.

9. RESPONSIBILITIES AND DUTIES OF THE AREA DIRECTOR

The Area Director has responsibility for administering the Area according to Area Bylaws, Cooperative Extension Bylaws, the University Bylaws, the Code, applicable laws as described in the University Administrative Manual, Nevada Revised Statute 541, Smith-Lever Act as amended every five years, and as specified by the University President.

The primary responsibility of Area Director shall be to administer the Area and to provide administrative leadership to the Area, this shall include, but not be limited to: convening area-wide faculty meetings; initiating processes for merit, promotion and tenure; representing the Area to other academic units and constituents; and communicating to Area faculty regarding area, college, and University Code requirements, decisions, and policies.

10. OFFICE OF THE AREA DIRECTOR

The Area Director may have a representative(s) act on his or her behalf as deemed appropriate.

11. STANDING COMMITTEES (Optional)

Because of great distances and small number of faculty, standing committee functions may be accomplished through a whole group process rather than specific committee assignments. However, when deemed necessary by a majority vote of the faculty, standing committees of the Area may include: A) Personnel Evaluation Committee, B) Policies and Procedures Committee, and C) Bylaws Committee. Ad hoc committees may be established as needs arise.

a. Personnel Evaluation Committee

Purpose: The Personnel Evaluation Committee will normally consist of all voting Central/Northeast Area faculty but may consist of fewer members. The number of members on the Personnel Evaluation Committee will be determined by a vote of the Area faculty. This committee shall meet to review all annual faculty evaluations and all faculty applications for promotion and tenure submitted by the Area Director and make recommendations to the Area Director regarding these applications. These recommendations will be independent of those made by the Area Director and made part of the individual’s permanent record. Upon the Area Director’s recommendation, the promotion and/or tenure packet, including all recommendations,
will be forwarded to the Director. This committee will establish criteria for annual evaluation and guidelines for evaluation of tenure and promotion applications.

b. Policies and Procedures Committee;
This committee will address policy and procedure issues as they arise. Duties may include but are not limited to: 1) input on vacant Area positions, 2) evaluation of the Area Director. The Policies and Procedures Committee will consist of no fewer than two, but can consist of all voting Area faculty. Recommendations will be submitted to all Area faculty for approval.

c. Bylaws Committee
This committee may consist of all Area faculty, but not less than two members elected by the faculty. This committee will review the Bylaws at least once every two years and interpret Bylaws as questions arise. Recommendations will be submitted to all Area faculty for approval.

d. Other standing committees
Other Area standing committees may be established when needed as agreed upon by the Area Director and the faculty.

Chapter IV - Faculty

12. FACULTY GOVERNANCE

The faculty shall govern itself in accordance with these Bylaws, the University of University of Nevada Cooperative Extension Bylaws, the University of Nevada Bylaws, the Code, and the laws of the state of Nevada and the United States of America.

13. FACULTY

The Area faculty is defined as per Part 2, Chapter III, sections 13-20 of the University Bylaws. Faculty shall therefore include all professional FTEs with voting rights in the Area. These professional FTEs shall be academic, administrative, and unranked faculty as defined as per Part 2, Chapter III, sections 15 and 16 of the University Bylaws, but can also include faculty in authorized continuing part-time positions with the majority of their FTE in the Area.

14. VOTING RIGHTS

Voting rights Area faculty shall be consistent with those defined by Part 2, Chapter III, sections 17-22 of the UNR Bylaws. Those faculty members with joint assignments with other units and that have more than 0.50 FTE of their assignment in the Area shall be considered voting faculty.

Proxy voting is recognized with the written authorization of the person designating the proxy and notification of such designation to the presiding officer prior to the vote.
15. MEETINGS OF THE FACULTY

Notification of Area faculty meetings shall be provided to faculty at least 10 working days prior to the meeting, unless there is an emergency. Meeting agendas shall be distributed to all faculty prior to the day of the meeting. Minutes of the meetings will be distributed to all faculty within 15 working days, with a copy maintained in the Area Director's office. Area Director or designee will serve as presiding officer of Area Meetings.

Part 3 - Faculty Personnel Policies

Chapter I - Faculty Rights

16. RIGHTS

Cooperative Extension faculty shall have all the rights and privileges of the University faculty as provided in Part 3, Chapter I, Sections 27, 28, 29, of the University Bylaws.

17. PERSONNEL FILE

All personnel files maintained in the Area office shall be considered part of the official personnel file for each member of the faculty and shall be maintained in accordance with University Bylaws Part 3, Chapter I, Sections 30, 31, and 32.

Chapter II - Grievances

18. GRIEVANCE PROCEDURES

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

Chapter III - Professional Responsibilities, Evaluation And Personnel Recommendations

19. PROFESSIONAL RESPONSIBILITIES

Responsibilities of Area faculty shall be consistent with University Bylaws Part 3, Chapter III, section 39.
20. EVALUATION

20.A. Annual Evaluations
Each faculty member whose FTE is assigned to the Area or holds a joint assignment with the largest proportion of the FTE assigned to the Area shall be evaluated annually according to specified professional responsibilities in order to assess the quality of professional performance as unsatisfactory, satisfactory, commendable, or excellent. In those cases where a faculty member has a minor appointment in the Area and where appropriate and agreed upon, faculty, through the Area Director, will provide input into the evaluation process. Each person shall submit documentation for evaluation. All evaluations shall be initiated by the Area and shall be made on the basis of equitable and uniform criteria and procedures for assessing quality of professional performance for each component of professional activity as specified by the Area. Evaluations shall include peer review as specified in these Bylaws.

20.A.1. Annual Evaluations of Faculty
Both academic and administrative faculty shall be evaluated by the accepted criteria for that rank or range and according to specified professional responsibilities and performance expectations consistent with their job description and Area performance criteria. Expectations for faculty evaluations will be consistent with University of Nevada Cooperative Extension Bylaws; the University Bylaws, Chapter III, section 40, legal requirements of the Smith-Lever Act of 1914, as amended every five years; and Nevada Revised Statute no.541.

20.B Tenure Evaluations
Evidence of excellent performance in teaching or research, scholarly and creative work shall be a requirement for tenure or promotion. In addition, a faculty member shall also demonstrate at least satisfactory performance in service and the other component. In accordance with the University Bylaws, Part 3, Chapter IV, a probationary member of the faculty may be recommended for tenure in any year during the probationary period. The probationary faculty member must also be evaluated and advised regarding prospects for a tenure recommendation no later than during the third probationary year and, if not granted tenure, annually thereafter. The probationary faculty member shall be informed of this evaluation in writing, including the program of improvement, if needed, that must be undertaken to be considered for tenure at a later date. See section 3.3 of the Code.

20.B.1. Tenure Evaluation Procedures
The Personnel Evaluation Committee shall establish procedures (in the Central/Northeast Area Policy Manual) for evaluation of tenure applications that are consistent with procedures for annual evaluations. Results of previous annual evaluations during the probationary period shall be part of the record being assessed. Clearly documented reasons for substantial differences between annual evaluation ratings and ratings applied in assessing applications for tenure shall be required.
The Area Director shall forward area recommendations of applications for appointment with tenure to the Dean. In the event of a positive recommendation at the unit level, the Dean shall append his or her recommendation and forward the entire packet to the University Promotion and Tenure Committee. If the faculty member disagrees with the recommendation, he or she may ask for reconsideration through regular administrative channels as specified in the Code Chapter 5, section 5.2.4. Criteria used will be defined in the Standards of Criteria for Promotion and Tenure as established in Part 2, Chapter III, section 11.b. of these Bylaws.

20.C. Promotion Evaluations
In accordance with the University Bylaws, Part 3, Chapter III, section 42b., a member of the Cooperative Extension faculty may be considered for promotion in any year. An instructor (Rank I) shall be evaluated and formally considered for promotion no later than the second year in rank if he or she has the requirements of the next rank, and annually thereafter. Assistant professor (Rank II) shall be evaluated and formally considered for promotion no later than the third year in rank, and annually thereafter. Associate professor (Rank III) shall be evaluated and formally considered for promotion no later than the sixth year in rank, and annually thereafter. The above specified times shall not be construed as a minimum time in rank before promotion. Any academic or equivalent rank may be a terminal rank. A separate salary schedule shall be utilized for administrative faculty for the purpose of determining promotions. The promotion of an administrative faculty member is in recognition of the level of work and responsibilities of that position.

20.C.1. Promotion Evaluation Procedures
The Area Peer Review Committee shall be established for evaluation of promotion applications. The Area Director shall forward area recommendations of applications for promotion to the Cooperative Extension Personnel Committee who shall then make a recommendation to the Director. The Director shall append his or her recommendation, if positive, and forward the entire packet to the University Promotion and Tenure Committee. If the faculty member disagrees with the recommendation, he or she may ask for reconsideration through regular administrative channels as specified in the Code Chapter 5, section 5.2.4.

20.D. Merit Evaluations
In accordance with Part 3, Chapter III, section of the University Bylaws, all members of the academic and administrative faculty shall be evaluated and formally considered annually for merit increases.

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

20.F. Evaluation of the Area Director
a. Evaluation of the Area Director by the Dean
The Dean shall survey all faculty for input into the annual evaluation of his or her respective Area Director.
21. PERSONNEL RECOMMENDATIONS

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

The appropriate administrator shall inform each faculty member of final annual, merit, promotion, and/or tenure recommendations within 15 calendar days from the date of making the recommendations. If the faculty member disagrees with the recommendation(s), he or she may ask for reconsideration through regular administrative channels as specified in the Code, Chapter 5, section 5.2.4 and the University Bylaws, Part 3, Chapter III, Section 41. Further recourse is defined in Part 3, Chapter II of the University Bylaws. A faculty member shall receive written notice from the appropriate administrator of reasons for the evaluation, including the recommendations of any peer review involved.

All personnel recommendations involving tenure, promotion, and annual review shall follow the procedures and schedule specified by the University Bylaws, Part 3, Chapter III, sections 41-43. In cases of positive recommendations for promotion and/or tenure, the Area Director shall forward the recommendation from the Area to the Cooperative Extension Personnel Committee who shall then make a recommendation to the Dean. Upon recommendation from the Cooperative Extension Personnel Committee, the Dean shall append his or her recommendation, if positive, and forward the entire packet to the University Promotion and Tenure Committee.

In the event that the evaluation is negative at either the area or unit level, the faculty can follow the recourse outlined in the grievance procedures as established in Part 3, Chapter II of the University Bylaws.

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

22. EVALUATION CRITERIA FOR ANNUAL REVIEW, TENURE, PROMOTION, MERIT, AND REAPPOINTMENT

All evaluations shall be made consistent with Part 3, Chapter III, section 40 of UNR Bylaws and with the Mission of Cooperative Extension.

Faculty evaluations for promotion and tenure shall be conducted with respect to the criteria as set forth in Standards and Criteria for Promotion and Tenure for Cooperative Extension. The Area Director shall be evaluated annually with respect to the criteria as specified in Part 3, Chapter III, section 20.F.b., of the Cooperative Extension Bylaws.
22.A. Re-Appointment Criteria
The probationary faculty must achieve an overall rating of satisfactory on the annual evaluation to qualify for reappointment.

Chapter IV - Tenure

23. JUSTIFICATION, ELIGIBILITY, PROBATIONARY PERIOD, SCHEDULE FOR EVALUATION OF PROBATIONARY FACULTY, STANDARDS FOR RECOMMENDING APPOINTMENT WITH TENURE, NOTICE OF TENURE, ANNUAL PERFORMANCE EVALUATION OF TENURED FACULTY, TENURED FACULTY IN ADMINISTRATIVE POSITIONS, RELINQUISHMENT OF TENURE ON TRANSFER, EXPIRATION OF TENURE, TERMINATION OF TENURE, FINANCIAL OR CURRICULAR REASONS FOR TERMINATIONS.

Issues pertaining to this chapter shall be addressed as per Part 3, Chapter IV, Sections 45-56 of the University Bylaws.

Chapter V - Nonreappointment, Dismissal, Termination
And Changes in Contractual Status

24. NONREAPPOINTMENT, DISMISSAL, TERMINATION FOR FINANCIAL EXIGENCY OR CURRICULAR REASONS, PROCEDURES IN TERMINATIONS FOR REASONS OF FINANCIAL EXIGENCY OR CURRICULAR CHANGE, NOTICE AND APPEAL PROCEDURES FOR PERSONS TERMINATED BECAUSE OF FINANCIAL EXIGENCY OR CURRICULAR CHANGE, SABBATICAL LEAVE, CHANGES IN CONTRACTURAL STATUS

Issues pertaining to this chapter shall follow those procedures outlined in Part 3, Chapter V, Sections 57 of the University Bylaws.

Chapter VI - Search Procedures

25. FACULTY

Recommendations for the appointment of new faculty shall originate in the Area. It is the Area Director's responsibility to initiate recruitment of new faculty.

The Area Director shall appoint at least one voting member of Area faculty to search committees. Other members can be added from faculty in other areas or units, Extension staff, and the community at large.
The terms and conditions of employment shall be specified in the contract in accordance with the Code, Chapter 5, sub-section 5.4.1 through 5.4.4.

The Area Director shall forward selection committee recommendations to the Dean. The Dean shall consider recommendations of the search committee and the Area Director prior to forwarding a final recommendation for the President's approval.

26. ADMINISTRATION

26A. Search Procedure for the Area Director
In the case of a vacancy, it is the Area Policies and Procedures Committee Chairperson's responsibility to initiate a meeting of the Area faculty. The Area faculty will delineate and make a recommendation to the Dean as to the process for selection of an interim area director and the scope of the search in hiring the permanent replacement.

26B. Removal of the Central/Northeast Area Director

Central/Northeast Area faculty reserve the right to request removal of the Area Director at any time. Any faculty member may request a meeting of the Central/Northeast Area Peer Review Committee to discuss removal of the Area Director. A recommendation for removal must be by secret ballot of the faculty. A two-thirds majority vote is required for submission of the department request to the Dean and Director.

Ratified by NE/C Area Faculty 2/23/01
Approved by the Area Director 4/27/01
Approved by the Dean 6/1/01
Faculty Senate review 3/4/02