

**BYLAWS of the Division of Development and Alumni Relations**  
**UNIVERSITY OF NEVADA, RENO**

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1.0 Definitions

1.1 Unit Bylaws

The Bylaws of the University of Nevada, Reno Development and Alumni Relations unit.

1.2 Unit

The entire organization reporting to the Vice President for Development and Alumni Relations.

1.3 Department

Those organizations whose managers report to the Vice President for Development and Alumni Relations and the Associate Vice President for Development and Alumni Relations.

1.4 Sub-Departments

Those organizations whose managers report directly to unit department managers.

2.0 Bylaws

2.1 Authorization

These Unit Bylaws are authorized by the University of Nevada, Reno Bylaws as documented.

2.2 Scope of the Unit Bylaws

The Unit Bylaws provide for the organizational and administrative structure and personnel policies and procedures for the faculty of the unit and shall be consistent with, and act as a supplement to, the Board of Regents Handbook. The Unit Bylaws are not intended to serve as operating procedures.

2.2.1 Department Bylaws

The Unit Bylaws will also serve as Departmental Bylaws for all the departments as agreed to by 2/3 majority vote of the department faculty in a written secret ballot and after approval of the Vice President for Development and Alumni Relations.

2.3 Adoption of Both Unit Bylaws and Amendments to Unit Bylaws

The Unit Bylaws shall be in force upon: 1) approval by the faculty of the unit, which shall be by at least a majority of those voting; 2) approval by the Vice President for Development and Alumni Relations; and 3) approval by the President.

2.3.1 Unit Voting Rights

Faculty members shall be entitled to a vote as provided in the University of Nevada, Reno Bylaws.

2.4 Amendment of Unit Bylaws

Any faculty member of the unit may propose amendment of the Unit Bylaws by written recommendations through the unit chain of command. If approved at the department level, such recommendations will be brought before the Vice President for Development and Alumni Relations and department managers for

resolution. Minor editorial changes which do not affect the content or meaning will be made without formal amendment.

2.5 Administration of Unit Bylaws

The responsibility for publication and distribution of the Department and/or unit bylaws shall rest with the Vice President for Development and Alumni Relations or his designee. All unit faculty will receive a copy of all approved bylaws and all approved amendments.

2.6 Interpretation of the Bylaws

Interpretation of the Unit Bylaws shall be the responsibility of the Associate Vice President for Development and Alumni Relations.

3.0 Organization

3.1 Unit

The University is divided into major constituent parts such as colleges, schools, academic support units, research units and service units. The Development and Alumni Relations unit is one such major constituent part.

3.2 Departments

The unit is divided into the following departments and the manager of each of these departments reports to the Vice President for Development and Alumni Relations:

Administration

Alumni Relations

Annual Giving

Development

Donor Relations

Financial Services and Records

Nevada Silver & Blue

Prospect Management and Research

Planned Giving

Trustee Relations

University Events

3.3 Committees and/or Functional Groups

The Vice President for Development and Alumni Relations may establish and appoint committees and/or functional groups.

3.3.1 Management Council

This group consists of all unit department managers and is chaired by the Vice President for Development and Alumni Relations. The purpose of this group is to serve in an advisory capacity to the Vice President for Development and Alumni Relations and department managers, as well as

to provide a two-way path of communication between the group members and the unit faculty and staff.

#### 4.0 Personnel Policies and Procedures

All policies, practices, and procedures affecting the faculty of the unit are contained in the University of Nevada, Reno Bylaws, and only supplemental policies, practices and procedures are shown here.

##### 4.1 Evaluation of the Vice President

The Vice President will be evaluated as specified in the University of Nevada, Reno Bylaws.

##### 4.2 Evaluation of Faculty Other Than the Vice President

Each faculty member shall be evaluated as specified in the University of Nevada, Reno Bylaws.

###### 4.2.1 Evaluation Form

Each Faculty evaluation shall be done on the standard University of Nevada, Reno "Evaluation/Performance Review for Administrative Faculty" form.

###### 4.2.2 Evaluation Criteria

Each faculty evaluation shall be done using the criteria which are a part of the University of Nevada, Reno "Evaluation/Performance Review for Administrative Faculty" Form.

###### 4.2.3 Evaluation Timetable

Evaluations shall be performed in accordance with the timetable documented in the "Evaluation Procedures for Administrative Faculty" which are part of the University of Nevada, Reno "Evaluations/Performance Review for Administrative Faculty" form.

##### 4.3 Merit Compensation

Merit Compensation, if available, will be distributed following the university-wide method approved by the President.

#### 5.0 Search Procedures

##### 5.1 Search Procedures

Procedures for the appointment of all unit faculty shall follow the procedures documented in the University of Nevada, Reno University Administrative Manual.