

**BYLAWS OF THE DEPARTMENT OF COUNSELING AND EDUCATIONAL
PSYCHOLOGY (CEP)
UNIVERSITY OF NEVADA, RENO
Approved by the Department Faculty on May 5, 1997
Approved by the President June 17, 1997**

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ARTICLE I: MISSION

The Department of Counseling and Educational Psychology is a unit of Nevada's land grant university located in the College of Education. Masters and doctoral programs are offered in counseling, counselor education, educational psychology and educational technology. Graduate level courses that provide knowledge and skill in research and statistics, educational psychology, and educational technology are also offered.

In performing its mission, the Counseling and Educational Psychology Department:

- a. Offers quality graduate programs in counseling, counselor education, school psychology, and information technology in education to meet the needs of the citizens of Nevada.
- b. Emphasizes research and scholarly activities that contribute to the advancement and dissemination of knowledge.
- c. Offers course work that supports undergraduate education.
- d. Offers community and public service programs.
- e. Strives to reflect the ethnic and cultural diversity of the citizens of Nevada.

ARTICLE II: AUTHORIZATION

Section 1. Authorization of Bylaws. These Bylaws are authorized by the University of Nevada Bylaws (Part 2, Chapter I). These Departmental Bylaws are subordinate to superior Bylaws and Codes of the university and College of Education.

Section 2. Interpretation of Bylaws. Questions of interpretation of these Bylaws shall be directed to the Dean of the College of Education in consultation with the College Senate, whose ruling shall be final.

ARTICLE III: ORGANIZATION AND ADMINISTRATION OF THE CEP DEPARTMENT

Section 1. Departmental Organization. The Counseling and Educational Psychology Department is organized as an academic sub-unit of the University of Nevada, Reno. The chief officer is the Chair of the Department. The departmental faculty shall consist of all those persons holding professional positions authorized by the Regents and/or regularly assigned to the CEP Department with at least a .5 FTE appointment.

- a. Voting Rights- The CEP faculty with voting rights shall consist of all persons holding the professional positions with at least .5 FTE as described in Article III, Section 1.
- b. Voting Restrictions- Special, Emeritus, Clinical, and Adjunct Faculty (UNR Bylaws, Chapter 3), will not be allowed to vote in departmental matters. Any faculty enrolled in a degree program within the department shall not be allowed to vote on departmental matters.
- c. Graduate Faculty- Graduate faculty status will be determined by a majority vote of the faculty of each area. To be eligible for graduate faculty status, an individual must have a terminal degree and be at the rank of II, III, or IV. Membership of graduate faculty shall be reviewed by each area faculty every five years.

Section 2. Departmental Areas. For organizational purposes, the CEP Department will be organized into six areas: Addiction Counseling, College Students Development/Counseling/Therapy, and School Counseling. Changes made by faculty in a program or area that affect curricular offerings elsewhere, must meet with the affected faculty to discuss the proposed changes before presenting them to the department.

Section 3. Terms of the Department Chair. The Chair, nominated by the majority of the EP faculty and approved by the Dean and the UNR president, shall serve for a term of three (3) years as stipulated in the nominating procedures. The term begins July 1 and ends on June 30.

- a. The faculty shall recommend, by individual secret ballot directly transmitted to the Dean, the individual they prefer to be nominated by the Dean to the President for appointment as department chair. Such election nomination shall be held between April 1 and April 15 during the final year of office of the incumbent.
- b. The Chair may succeed him/herself if renominated by two-thirds of the faculty. If the Chair does not receive two-thirds of the votes of the faculty, a ballot is prepared which may include all continuing and newly hired faculty members of the department.
- c. If no faculty member is nominated by two-thirds of the faculty on the first ballot, the top two nominees will be placed on a subsequent selection ballot. The nominated Chair will be the individual who receives the most votes. The nomination votes, to be tabulated on or about May 1, will be by secret ballot to the Office of the Dean.
- d. The faculty will have the option of recommending an outside search for replacement of the department chair.

Section 4. Departmental Representation on the College Senate. The department representatives to the College of Education Senate shall be elected by the faculty. Two members of the CEP department will represent the Department on the Faculty Senate. Each faculty member will serve a three-year term. Each representative will be elected to the College Senate by the department between May 1 and May 15.

Section 5. Departmental Representation on the College Personnel Committee. The College of Education Personnel Committee member from the CEP Department will be elected by the departmental

faculty for a two-year term. Nominations and elections to the Personnel Committee will be held between May 1 and May 15 each year. Voting will be by secret ballot and will be tabulated by the department chair.

ARTICLE IV: MEETINGS

Sections 1. Department Meetings. The CEP Faculty shall meet at least quarterly to discuss the development, concerns and priorities of the department. Other departmental meetings will be held at the call of the chair or by one-third or more CEP Faculty members, or by the Dean. An Agenda will be distributed at least two full college working-days in advance of such meetings. It is expected that issues of significance will be scheduled when all CEP faculty can be present under their regular contractual terms and times. Faculty attendance at departmental meetings is expected as part of their service to the department.

Section 2. Departmental Meeting Rules. All meetings are subject to Robert's Rules of Order, current revision.

Section 3. Requirements for Departmental Meetings. A majority of the CEP faculty will constitute a quorum. A quorum must be reached before the department business may be conducted. Proxies do not count toward a quorum.

ARTICLE V: DEPARTMENTAL COMMITTEES

Section 1. Departmental Standing Committees. The Department of Counseling and Educational Psychology will have the following standing committees:

- CEP Admissions Committee
- Certification and Accreditation Guidelines Committee
- CEP Advisory Board
- Outstanding Potential as a Counselor Committee
- Grade Appeals Committee
- Graduate Comprehensive Examination Committee

Membership on standing committees will be determined by the CEP faculty in consultation with the department chair. Committee chairs will be elected by committee members and each member will serve a three-year term.

The department chair will be an ex-officio member of all committees and be able to cast a vote in case of a tie.

Section 2. Notice of Departmental Meetings. The chairperson of each committee will post advance notice of the time, place, and agenda of committee meetings in the CEP office. Committee meetings will be open to other faculty who wish to attend. Minutes of committee and area meetings will be distributed to all CEP faculty members.

Section 3. Ad Hoc Committees. Ad Hoc Committees will be established as needed to conduct department business.

ARTICLE VI: PERSONNEL POLICY AND PROCEDURES

Section 1. Personnel. The University and Community College System of Nevada Code is the primary operational authority governing personnel policy and procedures. The following elaborations apply to the CEP Faculty:

- a. "A" Contract Staff: Persons with full-year contracts are responsible for all normal faculty duties during the two regular semesters. The inclusive dates are defined by UNR policies during the term in which they are teaching.
- b. "B" Contract Staff: Persons with academic-year contracts are responsible for all normal faculty duties during the two regular semesters. The inclusive dates are defined by UNR policies during the term in which they are teaching.
- c. Letter of Appointment (LOA): Persons designated as Letter of Appointment Faculty who are on a limited teaching contract are responsible for teaching specific classes during a regular semester or summer session.
- d. Field-Based Faculty: Persons who are on limited contracts for providing professional supervision of graduate students interns.

Section 2. Teaching Loads. Teaching loads for CEP faculty will be as follows:

- a. The department chair will have a reduced teaching load each semester of the academic year in order to perform administrative duties. In the planned absence of the chair, an acting chair will be named by the Dean, and will carry the same teaching load as the chair.
- b. All faculty will typically teach a recognized teaching load each semester, "A" contract faculty will teach a typically recognized summer load.
- c. New faculty in tenure track positions will be given a reduced teaching load each semester during their first year of employment.

Section 3. Promotion/and or Tenure. The process for recommending faculty for promotion and/or tenure is as follows:

- a. The department chair will notify faculty of the department, college, and university timelines that must be followed each year.
- b. The department chair is responsible for convening a meeting of the tenured faculty of the department who are eligible to vote for or against an applicant. The meeting will be held after

the applicant submits the application for promotion and/or tenure, but before the chair forwards the application with his/her recommendation to the Dean and the College Personnel Committee. Faculty eligible to vote will be all tenured faculty in the department who hold rank at or above the rank applied for by the applicant.

- c. Faculty performance will be evaluated using the established College of Education promotion and tenure policy.
- d. At least two weeks prior to the meeting, the application will be placed on file and made available to all faculty who are eligible to vote. The department chair will preside over the meeting and will not be eligible to vote. During the meeting, the faculty will be invited to discuss the application and give reasons for their support or lack of support. A formal, secret ballot will be cast in which each faculty member is asked to vote "yes," or "no," or "abstain." If the applicant is applying for both promotion and tenure, two separate votes will be taken, one for promotion and one for tenure. The department chair is responsible for tallying the votes, and reporting the results to voting faculty and to the applicant.
- e. Results of the vote are not binding on the department chair, the College Personnel Committee, the Dean, or others involved in the promotion and tenure process. The department chair is required to report the results of the vote when forwarding the application to the Dean and College Personnel Committee, and to give reasons for agreeing or disagreeing with the faculty recommendation.

Section 4. Annual Evaluation of Faculty. Faculty must submit an Annual Evaluation with supporting information by the end of fall semester each year. The department chair will review each evaluation and include his/her teaching, research, service, and overall evaluation. The faculty member will sign the evaluation before it is sent forward to the College Personnel Committee and the Dean.

- a. Criteria for each of the levels of performance (Unsatisfactory, Satisfactory, Commendable, Excellent) will be assigned using the College of Education established policy.

Section 5. Merit. Merit will be awarded according to merit procedure approved by the College. The chair will convene a meeting of the faculty for the purpose of making recommendations to the dean for the purpose of awarding merit.

Section 6. Role Statements. Faculty are required to submit a Role Statement to the department chair by February 1 for each calendar year. Faculty varying from a recognized load must negotiate a specific percentage of teaching, research, and service with the department chair.

ARTICLE VII OPERATIONAL POLICIES

Section 1. Personnel Files. Professional personnel files are maintained at the university level. Each faculty member may maintain his or her own non-official file. When acts deemed significant are performed, documents acquired relative to faculty evaluation will be submitted and copies will be provided to the department chair and the Dean for their files.

Section 2. Departmental Signature Authority. The only certifying official within the department is the chair. In his/her absence, signature authority may be assigned to another faculty member.

Section 3. Research and Service Expectations. Public and university/college service and scholarly activity as defined in the departmental mission statement are expected.

Section 4. Private Remuneration. Although professionally related work done for potentially private remuneration is encouraged by university and college policies, such activities are separate from load considerations and are a distinct category within internal evaluation systems.

Section 5. Private Use of University Facilities, Materials and Personnel. University facilities, materials or personnel are not to be used in the pursuit of private economic gain. Any exceptions to this policy must be approved by the College Dean.

ARTICLE XIII: ADOPTION AND AMENDING

Section 1. Adoption of Bylaws. These Bylaws will be considered as adopted and in full force and effect upon:

- a. The approval by the full-time (.5 FTE and above) eligible CEP faculty (see Article III, Section 1), which will be by at least a two-thirds majority vote in a written, secret mail ballot tabulated by the office of the Dean, and
- b. The approval by the Dean of the College of Education and the President of the University.

Section 2. Amendment of Bylaws. These Bylaws will be amended by the same process. Any CEP Faculty member or the Dean of the College of Education may propose amendment(s). From the CEP Faculty's receipt of proposed amendment(s) the final resolution will be no less than thirty (3) and more than sixty (60) days.