

BYLAWS OF THE COLLEGE OF EDUCATION

UNIVERSITY OF NEVADA, RENO

Approved by the College Faculty in Fall of 2005

Approved by the Dean on February 27, 2006

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Part 1 – Introduction

1. Authorization

1.1 These Bylaws are authorized by the University of Nevada, Reno Bylaws (Part 1, Chapter I, Section 5).

1.2 The authority of the Board of Regents as set forth in the Constitution and Statutes of the State of Nevada is affirmed and accepted.

1.3 These Bylaws are subordinate to the bylaws and policies of the University and to the Code and policies of the University and Community College System of Nevada. In the event of a conflict between the unit bylaws (or Bylaws) and the UCCSN Code and policies or University bylaws and policies, the UCCSN and University regulations shall supersede the unit bylaws or Bylaws, and the UCCSN or University policies shall apply.

1.4 For faculty and Senate votes conducted for ratifying or making changes to these Bylaws, at least 2/3 of the eligible faculty or senators must cast votes to make the results valid. Votes for routine Bylaws will require a majority of eligible faculty to make the results valid. All votes will be conducted by written, secret ballot.

2. Scope of the Bylaws

2.1 These Bylaws provide for the organizational and administrative structure and personnel, policies, and procedures for the faculty of the College of Education (COE), and shall be consistent with the UNR Bylaws, the UCCSN Code, and the laws of the State of Nevada and the United States. It is intended that these Bylaws be a statement of general policy.

2.2 After adoption, the procedures for implementing these Bylaws shall be in full force and effect upon approval by the faculty of the COE, the Dean of the COE, and the President of UNR.

3. Adoption of Bylaws

3.1 Adoption of these Bylaws will be by secret paper ballot. The Bylaws shall be considered as adopted and in full force and effect upon: (a) approval by a majority of the faculty who are eligible to vote; (b) approval by the Dean; and (c) approval by the President of UNR (cf Part 1, Chapter I, Sections 5, 6, UNR Bylaws).

4. Amendment of the Bylaws

4.1 Any member of the COE faculty may propose amendments to the Bylaws. Proposed amendments shall be submitted in writing to the College Senate, either directly to the Chair(s) or to a Senate representative. If approved by a majority of a Senate quorum, where a quorum is a majority of the Senate members, with Co-chairs constituting a single member, proposed amendments shall be submitted to the faculty for a vote. Proposed amendments shall be disseminated to the faculty in a three-column format that includes original language, revised language, and reason(s) for the recommended revisions, where each listed item will be voted on separately. Faculty will be given a minimum of ten working days notice for voting. For passage, the amendment must be approved by a majority of the eligible voting faculty. If the Senate does not approve the proposed amendment, it may be brought to the vote of the faculty by a petition of 40% of the faculty.

4.2 In the event the Dean of the College does not approve the Bylaws of the College, or any amendment thereto, which have obtained proper approval by the faculty, the Dean shall provide to the Faculty Senate a statement in writing setting out the reasons for his or her inability to approve the Bylaws or any amendment. The Faculty Senate will convene a meeting of faculty to reaffirm the opinion of the members of faculty.

4.3 The amendment shall be in force upon: (a) approval of the faculty; (b) approval by the Dean; and (c) approval by the President of UNR. If the Dean disapproves the amendment, a written rationale for disapproval shall be provided to the College Senate within ten workdays.

5. Storage and Review of the Bylaws

5.1 The COE Faculty Senate Chair(s) and COE Dean or designee will be responsible for maintaining an electronic copy of the COE Bylaws. During the fall semester of each even calendar year, the COE Bylaws will be reviewed by the College Senate. Any changes will follow the amendment process described in Section 4. Bylaws for standing COE committees shall be housed in the Dean's Office and reviewed/updated annually by each committee. These Bylaws, like those of the College, shall be placed on the COE web page.

6. Interpretation of the Bylaws

6.1 Questions of interpretation of these Bylaws and any unit bylaws shall be directed to the Dean of the College.

6.2 Where a faculty member understands an interpretation or action of the Dean or a unit/department chair to be inconsistent with the Bylaws, the faculty member may request a Bylaws interpretation from the College Senate by submitting a request in writing to the Senate. The Senate will respond in writing to the faculty member, with a concurrent copy to the Dean, after discussing the issue at the next regularly scheduled Senate meeting.

6.3 Where resolution of any issue in dispute between the Dean and faculty cannot be achieved, faculty may appeal to the Provost then the President. The adjudication of the Provost and/or President shall be binding on the Dean and the faculty.

6.4 When the Dean considers that any action of an individual faculty member does not conform to these Bylaws or the UNR Bylaws, the Dean shall present his or her position to the faculty member in writing.

7. Authorization of Department and Center Bylaws

7.1 Each academic department and center of the COE shall adopt Bylaws, which shall not conflict with these Bylaws or UCCSN Code, providing for the organizational and administrative structure and personnel policies and procedures of the department. In the event of a conflict, the COE Bylaws, UNR Bylaws, or the UCCSN Code, as the case may be, shall prevail. Bylaws of each unit shall be in force upon: (a) approval by a majority of the faculty of the unit; and (b) approval by the COE Dean and the UNR President (cf Part 1, Chapter I, Sections 5, 6, UNR Bylaws).

Part II – Organization of the College of Education

8. Units of the College

8.1 The College of Education strives to improve the quality of education in Nevada and the nation through research and outreach efforts to develop and strengthen the capacity of educational personnel, expand the field of education's knowledge base, and improve educational practice and policy. The College enhances the quality of education at all levels through its research-based undergraduate and graduate teacher education programs. Its vision includes a commitment to inspiring diverse learners through collaboration and innovation.

8.2 The mission of the College of Education, implemented through four academic departments, one resource center, one research unit, and various other centers, programs, and projects, is to:

- Develop and strengthen the capacity of educators to serve an increasingly linguistically and ethnically diverse student population in ways so that each student is successful.
- Conduct research and disseminate the results in order to improve professional practice and contribute to the knowledge base in our fields of study.
- Engage in outreach activities aimed at improving educational practice and policy.
- Provide educational leadership to the state and nation.

8.3 The Department of Counseling and Educational Psychology (CEP). The Counseling and Educational Psychology Department offers quality masters and doctoral programs in counseling and in educational psychology, which include various areas of emphasis available for further specialization. The department emphasizes research and scholarly activities that contribute to the advancement and dissemination of knowledge, provides course work that supports undergraduate education, and offers a number of community and public service programs.

8.4 The Department of Curriculum, Teaching, and Learning (CTL). The Department of Curriculum, Teaching, and Learning offers graduate degree programs preparing new generations

of teacher educators and educators qualified to provide leadership in K-12 schools, in higher education, and in other education agencies as well as curriculum specialists in content areas such as mathematics, science, and social studies. CTL also provides undergraduate and graduate level teacher preparation programs for pre-service and in-service content area teachers. The department is committed to developing a community of scholars and practitioners who investigate educational issues from a variety of perspectives, who recognize and engage in research that impacts education, and whose work will substantively contribute to the field.

8.5 The Department of Educational Leadership (EL). The mission of the Educational Leadership Department is to develop leadership for quality education for all students by: (a) building a cohesive community of visionary reflective scholar practitioners, (b) contributing to new knowledge and improved practice through focused research and publication, (c) providing excellent teaching and effective learning of skills, attitudes, and knowledge, (d) rendering visible service at local, state, national, and international levels, and (e) actively and enthusiastically promoting its services and accomplishments in a systematic fashion.

8.6 The Department of Educational Specialties (EDS). The Department of Educational Specialties seeks to address the challenges of contemporary American education through undergraduate, master's, and doctoral programs related to literacy, special education, English language learning, and student diversity. The department conducts and disseminates research and engages in outreach aimed at maximizing learning opportunities and promoting educational equity.

8.7 The Learning and Resource Center (LRC). The mission of the LRC is to support teaching and learning through enhanced instructional design and the use of media. The LRC provides media, materials, and instructional design support to the educational community. The LRC is a unique cooperative endeavor co-sponsored by the Washoe County School District and the University of Nevada, Reno.

8.8 The Research and Educational Planning Center (REPC). The mission of the Research and Educational Planning Center is to provide leadership to the university, college, and educational community in the identification, development, submission, and implementation of externally funded projects that benefit Nevadans through the provision of training for educators and other human service professionals, model service programs, technical assistance, information dissemination, and research/evaluation.

8.9 The creation, abolition, transfer, or any significant modification in the organization, function, structure, or location of units or departments shall be approved by the Board of Regents only after opportunity for formal consideration by the faculty concerned, the Dean of the College of Education, and the Faculty Senate (cf Part 1, Chapter I, Section 7, UNR Bylaws). Organizational changes may be initiated by faculty through the submission of a formal proposal to the College Senate. The Senate Chair(s) shall nominate and the Senate shall approve an ad hoc committee to study the proposal and recommend action to the Senate. Prior to review outside the College of Education, such changes must be approved by the units impacted, the College Senate, and the Dean of the College of Education.

9. Dean of the College of Education

9.1 The Dean of the COE is the administrative and executive officer and academic leader of the College, and an ex-officio member of all College committees. The Dean is directly responsible to the University President and Provost for the execution of University and College policy and implementation of College procedures.

9.2 The duties of the Dean shall be determined by the President and the Provost.

9.3 The Dean shall be responsible for establishing a means of communication to:

- a) Inform the faculty of actions of, or information from, the President, the Provost, or other university administrators which may be of significance to members of the faculty;
- b) Inform the President, Provost, or other University administrators of matters that may be of significance to members of the faculty as determined by the Dean.

9.4 In the absence of the Dean, the Associate Dean or Dean's designee will serve as Acting Dean. If the Dean is incapacitated and the Associate Dean is unavailable, the University President or Provost shall appoint an Acting Dean. The Acting Dean will be selected from COE tenured faculty.

9.5 In the event that a vacancy occurs prior to the expiration of the Dean's term of office, the President shall appoint an Acting Dean. Within ten working days of the announcement of an existing vacancy or of a forthcoming vacancy, whichever is earlier, the College of Education Senate shall meet as an advisory committee to assist the President in the appointment of an Acting Dean.

9.6 The Acting Dean shall serve until the appointment of a Dean, as provided by the bylaws, but for no longer than twelve months.

9.7 If, at the end of twelve months, no appointment has been made, the procedures described in this paragraph for appointment of an Acting Dean shall be repeated.

10. Associate Dean of the College of Education

10.1 The Dean, in making a nomination for Associate Dean, shall consult with the COE Senate. The duties of the Associate Dean shall be determined by the Dean in consultation with the faculty. Responsibilities should include but not be limited to those for which the Associate Dean(s) is evaluated as detailed in Section 16 of this document.

10.2 When service as Associate Dean is terminated, a member of the faculty who held an academic position at the time of appointment as Associate Dean shall have an equivalent position available in his or her department. Unless approved by the members of the faculty at the time of appointment, an Associate Dean who does not have academic rank at the time of appointment shall be subject to the college rules of appointment of academic faculty when the period of service as Associate Dean is terminated.

11. Department Chairs

11.1 The Department Chairs shall be the administrative and executive officers of their departments and ex-officio members of all departmental committees. The Chairs shall be directly responsible to the COE Dean for the execution of College policy and for the efficiency and educational effectiveness of their departments. They are responsible for attending to and balancing both the needs of their faculty and that of the Dean.

11.2 When there is a vacancy in the position of department chair or unit director, the Dean in consultation with the faculty of the department or unit and with the approval of the Provost, shall determine whether the search will be confined to internal candidates within the department or unit, or whether there will be an external search. If the search is confined to internal candidates, then nominations will emanate from the faculty of the department or unit as recommendations to the Dean. If the Provost approves an external search, the normal search process will apply.

11.3 The Dean will consider all recommendations and any input from the faculty of the department or unit before forwarding his/her recommendation for the department chair or unit director to the Provost.

11.4 In conjunction with the UNR Bylaws, the Chair shall serve at the pleasure of the President. In addition to the annual evaluations, the Chair will be subject to a yearly review and recommendation by the faculty of the Department. The purpose of this review will be to evaluate the Chair. The faculty of the Department will vote and provide the Dean a recommendation concerning reappointment of the Chair.

11.5 Upon adoption of these Bylaws, the Associate Dean will establish a schedule for faculty evaluation of Department Chairs, such that each chair is evaluated on a two-year cycle.

11.6 The department chair shall serve as the administrative officer of his or her department. He or she shall be an ex-officio member of all department committees except when he or she is being evaluated as either a faculty member or as chair.

11.7 The department chair shall have the principal departmental responsibility for the promotion of college policy within the department and the efficiency and educational effectiveness of his or her department. Each department chair shall be responsible to the department faculty in administering and executing all policies established by the department bylaws.

11.8 The duties of each department chair, in his or her role as department chair, and the duties of each chair, in his or her role as an academic faculty member, shall be determined annually by the Dean in consultation with the department's faculty.

11.9 The department chairs shall act at all times in accordance with these College Bylaws and the department bylaws to further the mission of the college and the department.

11.10 The department chairs shall be responsible for establishing timely means of communication to:

- (a) inform the department faculty of the actions of, or information from the Dean, and
- (b) inform the Dean concerning pertinent actions taken by the department.

12. Definition of Faculty

12.1 The faculty shall consist of all persons holding authorized professional contracts in the College of Education (cf Chapter 1, Section 1.4.5 of UCCSN Code). All administrative faculty and academic tenure-track faculty with at least a .5 FTE contract, including faculty on leave, shall be a voting member (cf Part 2, Chapter III, Section 22, UNR Bylaws). Faculty appointed between or among colleges will be represented as agreed to by the Deans and department chairs concerned and approved by the President. The negotiated agreement shall be reflected in the faculty members' role statements.

13. College of Education Governance Committees

13.1 The College of Education has six standing committees, which exist on a continual basis unless an appropriate action is taken to dissolve a committee. These committees are the COE Faculty Senate, the College Personnel Committee, the Graduate Studies Committee, the Teacher Education Coordinating Council, the College Website Committee, and the COE Leadership Team.

13.2 Unless otherwise noted, all committee action and deliberations require a quorum consisting of a majority of the committee membership, including authorized substitutes. Proxies will not be used to constitute a quorum. No committee member may vote more than one proxy.

13.3 Committees will forward recommendations for governance decisions, along with a rationale, to the Dean for action. With the exception of individual personnel decisions, these recommendations will also be posted in each unit of the College and on electronic mail. In the event the Dean does not concur with the committee's recommendation, the Dean will discuss the recommendations with the originating committee to work toward compromise. The Dean will forward his/her decision and rationale back to the recommending committee to be posted in each unit. If the Dean and the committee cannot reach an agreement, the decision of the Dean and the committee's recommendation will be forwarded to the next appropriate administrative level.

13.4 General descriptions of standing college committees appear below. Bylaws for these committees are detailed separately on documents housed in the Dean's Office. Individual committees are responsible for making changes to their Bylaws. Such changes may occur by a committee decision at any time but should be submitted subsequently to the COE Leadership Team for review. The Dean's Office shall call for an annual update of committees' Bylaws, which shall appear on the COE web page. Official Bylaws for standing COE committees shall be those that appear on the COE web page, with changes taking effect upon the annual update and subsequent posting to the web page.

• COE Faculty Senate

13.5 The College of Education Faculty Senate represents the faculty in the College of Education on college-wide matters and individual issues. The Senate acts as a liaison between the college faculty and college administration, serving in an advisory role to the Dean of the College of Education and reporting issues and recommendations directly to the Dean. Departments elect their Senate representatives, with the Senate conducting the college-wide process of electing the administrative faculty representatives. As advocates for faculty and college welfare, senators make policy and procedures recommendations to the administration. The Senate solicits faculty input on issues that may impact faculty, as well as students and staff. The Senate oversees committees under its purview, monitors but does not duplicate the work of other College committees, updates College Bylaws, and addresses faculty and selected college needs in a proactive manner.

13.6 Three committees fall under and report to the Senate. Membership on standing committees shall be determined by the COE Senate in consultation with department chairs and unit directors. Members will serve three-year terms. Committee members will elect committee chairs. The Senate may also appoint or solicit ad hoc committees for specific purposes as the need arises.

13.7 The Senate will charge its standing committees after consultation with the Dean and Associate Dean. Each committee shall meet a minimum of two times per semester, regularly submitting meeting minutes to the Faculty Senate Chair(s) for review at the next Senate meeting. The Chair of each standing committee will submit to the Senate initiatives for policy/procedural changes in the College when appropriate as well as two reports each academic year, one at the end of each semester, on committee progress on each of its charges.

Committee of Students: This committee will open and maintain lines of communication between faculty and students by giving students a voice in College affairs. It will provide a medium for making student issues and interests public and allow for issues to be dealt with officially and in a professional manner.

Representation: CEP—1 graduate; CTL—3 students (2 undergraduate, 1 graduate); EDS—3 students (2 undergraduate, 1 graduate); EL—1 graduate. Four undergraduates come from UNEA, but representatives do not need to be UNEA members. UNEA decides how to select 4 representatives. Graduate student representatives come from the GSA. Students selected must be enrolled in programs in the appropriate COE departments.

Committee for Student Affairs: This committee will address issues students raise as individuals, as groups, and through the Committee of Students. It will consider the needs of students and fashion initiatives to improve the quality of student life in the college. The committee could develop faculty-sponsored events for students, such as forums, fairs, and conferences. It could also consider issues of guidance and create the means for efficient dissemination of information regarding curriculum, advising, portfolios, and so forth.

Representation: Same as Committee of Students.

Diversity Committee: This committee will promote and support a greater proportion of faculty and students who are from historically marginalized or underrepresented groups. The

goals of this committee are (1) to recruit and retain diverse faculty and students, and (2) to strive to ensure that individuals from marginalized or underrepresented groups experience a positive, supportive, and equitable climate in the College of Education.

Representation: up to 2 faculty per department, up to 2 administrative faculty, 2 graduate students, 2 undergraduate students

- **College Personnel Committee**

13.8 The College Personnel Committee: 1) oversees the implementation of the College of Education Bylaws pertaining to annual faculty evaluation, merit, promotion, tenure, and retention; 2) reviews recommendations on annual faculty evaluation, merit, promotion, tenure, and merit; 3) reviews and recommends action on promotion, tenure, and retention; 4) reviews and recommends action on appeals regarding evaluation, merit, promotion, tenure, and retention; 5) recommends revisions to the Bylaws that pertain to personnel issues to the Dean for faculty consideration; 6) conducts mid-point reviews for promotion and/or tenure for tenure-track faculty; and 7) conducts required evaluations of the Dean and Associate Dean. The College Personnel Committee is advisory to the Dean.

- **Graduate Studies Committee**

13.9 The Graduate Studies Committee is a standing committee in the College of Education that reports directly to the Dean. This committee is responsible for providing recommendations concerning all graduate programs in the College. In addition, the Graduate Studies committee is responsible for reviewing proposed curricular changes in graduate programs, including the addition of new courses. The Graduate Studies Committee also provides leadership in defining broad policy for graduate programs in the College. This may include, but is not limited to, such issues as the role of scholarship/research, mentoring graduate students, program/course quality, frequency of course offerings, and performance assessment.

- **Teacher Education Coordinating Committee**

13.10 The Teacher Education Coordinating Committee (TECC) is a standing administrative committee in the College of Education responsible for the overall management and coordination of internal teacher education activities, as well as review of proposed curricular changes, including the addition of new courses. The committee functions out of the Dean's Office. The Associate Dean chairs the committee.

• College Website Committee

13.11 The College Website Committee is a standing committee that reports to the Dean's Office. Its function is to oversee the College of Education web site by establishing foundational policy governing the structure of official College web sites and reviewing requests for information or links to be placed on the College home page. Decisions of the committee (as approved by the Dean) concerning information or links to be placed on the page will be carried out by the College Webmaster.

• COE Leadership Team

13.12 The COE Leadership Team serves as an advisory body to the Dean on personnel, budget, policy, program, and other issues impacting the College of Education.

14. Meetings of the Faculty

14.1 The faculty may hold meetings for discussion or to propose action on any matter concerning programs, policies, functions, or faculty welfare. Meetings of the faculty may be called by:

- a. the Dean or a designee,
- b. the associate dean
- c. a petition signed by at least twenty percent of the COE faculty, or
- d. a vote of the College Faculty Senate.

14.2 The petition or notice of the vote (as per letters a through d above) will be submitted to the Dean. In the case of a matter deemed urgent by any of the three parties noted above, the meeting shall occur within ten university workdays. General meetings of a *non-urgent* manner should provide at least one calendar month's notice and should not occur within the final two weeks of the semester. An agenda shall be made available to all members of the College faculty at least three college workdays before the meeting. In each case, the agenda shall include one or more items delineated under new business (cf Part I, Chapter III, Section 23, UNR Bylaws).

14.3 The Dean, Associate Dean, or a designee shall preside over meetings of the faculty. Robert's Rules of Order (current version) shall be the guide to the conduct of such meetings.

Part III – Personnel Policies**15. Faculty Responsibilities**

15.1 The responsibilities of individual faculty members shall be defined in accordance with Part 3, Chapter 3, Section 39 of the UNR Bylaws. Those responsibilities are categorized: (a) Instruction; (b) Research, scholarly, and creative work; (c) Public, community, and university service; and (d) Other professional activities. The rights and academic freedom of a faculty member shall be defined in accordance with Part 3, Chapter 1, Section 27, 28 of the UNR Bylaws. Official annual role statements, which should clearly link to departmental, College, and University goals, establish individual faculty members' balance of responsibilities among these categories.

15.2 The professional responsibilities and duties of a faculty member shall be established in accordance with the UNR Bylaws.

15.3 All faculty members shall perform their duties in a professional manner designed to further the mission of their department, the College, and the University.

15.4 The specified professional responsibilities and performance expectations for each faculty member shall be determined annually by the department chair in consultation with the faculty member and the Dean in accordance with the College and department bylaws.

16. Evaluation and Merit

16.1 Evaluation of faculty shall be conducted annually, according to specified professional responsibilities and performance expectations, and in accordance with the provisions of Part 3, Chapter 3, Section 40 of the UNR Bylaws. Faculty members shall submit documentation that indicates the individual's annual performance to the Chair and Dean. They should consult the document pertaining to evaluation and merit developed by the College Personnel Committee and located on the College of Education website as a guide to preparing annual reviews.

16.2 The Personnel Committee shall review requested reconsiderations of annual evaluations or personnel recommendations, including promotion, tenure, and retention.

16.3 The Dean shall review the evaluations of all faculty members in accordance with the provisions in the UNR Bylaws. In conjunction with the Department Chairs, the Dean will make recommendations for merit. All members of the faculty shall be evaluated and formally considered annually for merit. The Personnel Committee shall review recommendations pertaining to annual faculty evaluations and merit in terms of fairness and consistency.

16.4 The Personnel Committee shall collect the information for evaluating the Dean and Associate Dean every two years. The Committee will first survey all college faculty and staff, as well as a representative number of students, and will seek information from non-college sources. The Dean's evaluation information shall be submitted to the Provost who evaluates the Dean. The Associate Dean's evaluation information shall be submitted to the Dean who evaluates the Associate Dean. The procedures used in the evaluation shall obtain evidence of the Dean's performance in areas such as the following:

1. Allocation of resources
2. Decision making
3. Faculty relationships
4. Institutional leadership
5. Interpersonal effectiveness
6. Planning and organizing
7. Professional leadership
8. Staff direction and development

16.5 The procedures used in the evaluation shall obtain evidence of the Associate Dean's performance in at least the following areas:

1. Communication within the college
2. Communication outside the college
3. Leadership and support
4. Student affairs, recruitment, and retention

16.6 Department chairs shall be evaluated annually. Their term of office shall be reviewed every year by the faculty of their department in accordance with Department Bylaws and by the Dean.

16.7 Administrative faculty shall be evaluated annually by their designated supervisors according to the accepted criteria for their rank and according to specified professional responsibilities and performance expectations. Unit and selected center directors will be evaluated in a similar manner by their designated supervisors.

16.8 Faculty members shall complete annual role statements (academic faculty) or goal statements (administrative faculty) and submit them to their department chairs/unit directors early each calendar year. They should develop revised statements if their duties change during the year.

17. Criteria and Standards

17.1 Criteria for evaluation of faculty shall be consistent with Part 3, Chapter 3, Section 40 of the UNR Bylaws. Additional information may be found on the evaluation, merit, and promotion and tenure documents that may be accessed from the College of Education's home page.

17.2 Instruction, research, scholarly and creative activity, and university, professional, and public service are important responsibilities.

17.3 Evaluation shall include the following classifications of responsibility, where impact of the sample major activities listed bears particular importance:

- a. **Instruction.** This includes teaching courses, advisement, supervision of student teaching, practica and internships, course development and revision, supervision of fieldwork and independent study, direction of theses and dissertations, and service on graduate committees within and outside of the home department. In addition, faculty members may be assigned responsibility for the maintenance and development of academic programs and participation in departmental performance assessment activities.
- b. **Research, scholarly, and creative work.** This includes creative and scholarly contributions appropriate to the faculty member's position description and professional area, such as conducting research and publishing scholarly writing, acquiring and administering external funding, editing professional journals, and project reports,

reviewing journal and book manuscripts and conference and grant proposals, and recognition by professional peers representing the discipline.

- c. University, professional, public service, and other professional activities.** This includes Department, College, and University committees and assignments, service to public and private schools, consultative activities related to public and private agencies employing professional personnel prepared by programs similar to those offered by the College, leadership and other active roles in appropriate professional associations, membership on accreditation teams, professional relations outside the University, and community-University activities.

17.5 The activities listed above shall be in accord with the UNR workload policies and procedures.

18. Tenure and promotion

18.1 All personnel evaluation involving tenure and promotion shall be made on the basis of the person's professional performance in meeting the responsibilities specified in Part 3, Chapter 3, Section 39 of the UNR Bylaws. As noted previously, additional information may be found on the evaluation, merit, and promotion and tenure documents that may be accessed from the College of Education's home page.

18.2 A candidate for tenure shall have earned an appropriate terminal degree, typically an accredited doctoral degree; shall be in Rank II, III, or IV; shall have demonstrated effectiveness as a university teacher; shall have performed creative or research activity resulting in a national publication or comparable productivity; shall have performed recognized service to the College, University, and professionally related service to the community and to the discipline; shall have demonstrated capacity for and promise of further significant intellectual professional achievement; and shall receive a minimum of one excellent rating in (1) or (2); with no rating below satisfactory: (1) demonstrated teaching competence and efficiency in a classroom and other duties related to teaching; (2) demonstrated continuing professional growth related to the academic faculty member's discipline or program area as shown by a record of scholarly research or creative activity; and (3) demonstrated continued professional growth in the area of service (cf Part 3, Chapter IV, Section 49, UNR Bylaws).

18.3 Criteria for promotion are as follows:

a. To Assistant Professor (Rank II):

A candidate for promotion to Assistant Professor shall have earned an accredited doctoral degree or appropriate terminal degree; shall have demonstrated effective classroom teaching ability; and shall have given evidence of continued professional growth through study, professional activities, and creative work.

b. To Associate Professor (Rank III):

A candidate for promotion to Associate Professor shall have a record of substantial accomplishments in the previous rank; shall have given evidence of increasing effectiveness in university teaching activities including classroom instruction and advisement; shall have performed research or creative activity resulting in national level publication or comparable productivity; shall have a consistent record of service to the College, the University, and professionally related and recognized service to the community and the discipline; and shall have demonstrated capacity for a promise of continuing significant intellectual and professional achievement.

c. To Professor Rank (Rank IV):

A candidate for promotion to Professor shall have a record of substantial accomplishments in the previous ranks; shall have achieved and maintained excellence in university teaching; shall have attained a national reputation in the special professional field; shall have a record of significant publication or comparable creative activity; shall have made a significant and continuous contribution to the University, to the College, to the community, and to the profession.

19. Search Procedures

19.1 Search procedures in the COE shall be in accordance with the UNR Bylaws (cf Part3, Chapter VI, Sections 66, 67, 68, 69).

19.2 Whenever a vacancy shall occur in the position of the Dean of the COE, the UNR President/Provost shall appoint a search and screening committee. The College Senate shall recommend persons to serve on such a committee.

19.3 The Dean will initiate an external search only with the permission of the Provost. Recommendations to the Dean for appointment of new faculty, including department chairs, shall originate in the search committee concerned, with department input, and shall follow UNR, COE, and department Bylaws. The terms and conditions of employment shall be specified in the contract in accordance with the UCCSN Code (Chapter Five, Section 5.4.3). The duties and responsibilities of a member of the faculty shall be determined on the basis of specific professional responsibilities and performance objectives developed pursuant to Part 3, Chapter 3, section 39 of the UNR Bylaws and Department Bylaws.

19.4 Recruitment of new faculty shall be conducted by the department according to the procedures of the department. The final nominees of the department are recommended to the Department Chair who will evaluate the nominees in consultation with the Dean. The Dean's recommendation will be communicated to the department chair and submitted to the Provost.

Approved by College of Education Faculty, May 9, 1996

Approved by President Joseph Crowley, August 20, 1996

Revisions approved by the College of Education Faculty, September, 20, 2005

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