

BYLAWS OF THE DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING
UNIVERSITY OF NEVADA, RENO

Approved by the Department Faculty on April 14, 2009

Approved by the Dean of the College of Engineering on December 30, 2010

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Section 1 Organization

- 1.1 The Chief Executive Officer of the Department of Civil and Environmental Engineering (hereafter referred to as the Department) is the Department Chair.
- 1.2 The normal term of office for the Department Chair is five (5) years. Additional terms of three (3) years may be possible (see Section 1.4 for details). The Department Chair's performance shall be reviewed by election after each term.
- 1.3 All full-time associate professors and professors of the Department faculty shall be eligible to serve as the Department Chair.
- 1.4 Prior to the termination of a Chair, for any reason, the Department faculty shall recommend, to the Dean of the College, the name of a person for the office of Department Chair. This recommendation shall be produced by a secret ballot (or by a series of secret ballots as necessary). The ballot shall be considered complete when one eligible member receives a simple majority. Faculty members on leave will be polled by mail, and their temporary replacement(s) will not participate in the balloting. The selection procedure normally will take place during the semester prior to the expiration of the term of office. However, the faculty reserves the right to request removal of a chair at any time. Removal must be voted by secret ballot and shall require a two-thirds vote of ballots cast for submission of the Department request to the Dean of the College. In the case of removal, the Department Chair shall not cast a ballot.

Section 2 Operation

- 2.1 Department policy shall be determined by the Department Chair in consultation with the faculty at Department faculty meetings.
- 2.2 Full-time faculty members with appointments in the Department shall have the right to vote on department policies, for a nominee for chair, and to amend the Department Bylaws, in accordance with the University Bylaws and the Nevada System of Higher Education (NSHE) Code. Continuing part-time faculty members with positions of at least 0.5 FTE in the Department will have a vote equal to the level of the appointment.
- 2.3 Voting on tenure and promotion decisions is limited to those faculty members who have already attained the rank or status at issue. Voting on tenure track appointments is limited to those faculty members who hold such appointments. No faculty member SHALL VOTE ON HIS OR HER OWN APPOINTMENT, TENURE OR PROMOTION, OR IN CASES when a SIMILARLY clear conflict of interest exists.

Section 3 Rules of Order

3.1 All meetings shall be conducted according to Robert's Rules of Order.

Section 4 Amendments to Bylaws

4.1 Any member of the Department faculty may propose amendments to these Bylaws. Amendment proposals may be submitted either in writing or orally to the Department faculty.

4.2 Approval of two-thirds of the total eligible Department voters is required to amend the Departmental Bylaws.

4.3 Bylaw changes shall be by secret written ballot distributed one week in advance of the final date for submitting the marked ballot, and the Chair shall have the right to vote on such ballots.

4.4 These Bylaws and amendments thereto shall in no way conflict with the College of Engineering Bylaws nor with the University Bylaws and the NSHE Code.

Amy E. Childress, Chair

Manos E. Maragakis, Dean

Milton Glick, President

(Revised October 1995, May 2001, and April 2009)