

**UNIVERSITY OF NEVADA
SCHOOL OF MEDICINE BYLAWS
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UNIVERSITY OF NEVADA SCHOOL OF MEDICINE BYLAWS

PART I – INTRODUCTION

PREAMBLE: The University of Nevada School of Medicine (UNSOM) Bylaws, refer to, interface and are consistent with the University of Nevada, Reno Bylaws and Nevada System of Higher Education (NSHE) Code. They cover infrastructure issues, policy and procedures that are unique to the School of Medicine. UNSOM administration and departments may further elaborate on specific policies and procedures for operations e.g., establishing specific promotion and tenure criteria, committee protocols, voting procedures, adjunct faculty appointment procedures, etc.

These Bylaws refer to specific sections of the NSHE Code where no supplemental information has been created specifically for the School of Medicine.

1. Authorization

The University of Nevada School of Medicine (UNSOM) Bylaws are authorized by Section 5 of the University of Nevada, Reno (UNR) Bylaws and Section 1.3 of the Nevada System of Higher Education (NSHE) Code as adopted by the Board of Regents.

2. Scope of the Bylaws

The UNSOM Bylaws provide for the organizational and administrative structure, the personnel policies and the administrative procedures of the UNSOM. They shall at all times be subordinate to and consistent with the UNR Bylaws, the NSHE Code, and the laws of both the State of Nevada and the United States.

3. Adoption and Amendment of the UNSOM Bylaws

The UNSOM Bylaws shall be considered as adopted and in full force and effect upon approval of:

- a. A simple majority of those voting
- b. The Dean of the School of Medicine
- c. The Vice President, Health Sciences Division

The approved UNSOM Bylaws will be updated periodically by the UNSOM Faculty Council to maintain conformity with the UNR Bylaws and the NSHE Code, following instructions in the University Administrative Manual for Unit (College, Department, and other unit) Bylaws.

Any member of the UNSOM faculty, the Dean of the School of Medicine, the Vice President, Health Sciences Division, the Chancellor or a Regent of the Nevada System of Higher Education may propose amendments to the UNSOM Bylaws. Proposed amendments shall be submitted in writing to the Faculty Council which shall in turn present the proposed amendment(s) to the UNSOM faculty for discussion. Upon approval of a simple majority of the UNSOM

Faculty Council, a written mail or electronically mailed ballot will be submitted to all eligible medical school faculty (see section 32.b.). The amendment(s) will be incorporated into the UNSOM Bylaws and be in full force upon approval of:

1) Two thirds majority of those voting (UNR Bylaws Title 1, Chapter 5); 2) Dean of the School of Medicine; 3) Vice President, Health Sciences Division and 4) the President of UNR.

4. Interpretation of the Bylaws

Questions of interpretation of the UNSOM Bylaws shall be directed to the Faculty Council, which shall review the questions and forward a recommendation to the Dean of the School of Medicine. The Dean's ruling shall be considered final and shall establish precedent unless overruled by the Vice President, Health Sciences Division. Faculty who disagree with the Dean's ruling may submit an opposing view in writing through the Dean to the Vice President, Health Sciences Division.

PART II - ORGANIZATION

CHAPTER 1 - UNITS AND DEPARTMENTS

5. Units and Departments of the School of Medicine

The UNSOM shall be organized into an administrative unit, academic departments plus the medical library. The administrative unit shall consist of the Dean, all associate and assistant deans, and any other administrative personnel appointed by the Dean. It shall be administered directly by the Dean.

The academic departments shall be administered by departmental chairpersons and designated according to their major area(s) of specialization and function. These academic departments include: 1) Biochemistry and Molecular Biology-Medicine, 2) Emergency Medicine (LV) 3) Family and Community Medicine, 4) Internal Medicine, 5) Microbiology and Immunology, 6) Obstetrics and Gynecology, 7) Pathology and Laboratory Medicine, 8) Pediatrics, 9) Pharmacology, 10) Physiology and Cell Biology, 11) Psychiatry and Behavioral Sciences, 12) Speech Pathology and Audiology, and 13) Surgery. For the purposes of these Bylaws, Biochemistry and Molecular Biology, Microbiology and Immunology, Pharmacology, and Physiology and Cell Biology are basic science departments. Emergency Medicine, Family and Community Medicine, Internal Medicine, Obstetrics and Gynecology, Pediatrics, Speech Pathology and Audiology, and Surgery are clinical departments. Pathology and Laboratory Medicine, and Psychiatry and Behavioral Sciences are both basic science and clinical departments. Certain departments have sub-units in both Reno and Las Vegas; in some cases two separate but similarly designated departments exist for the same clinical specialty, one in Reno and one in Las Vegas, each with its own chairperson.

The Savitt Medical Library shall be administered by the library director, a professionally qualified librarian.

6. Departmental Organization
Each academic department shall have a chairperson who is responsible for the administration of the department. The chairperson shall report directly to the Dean. The individual departments may adopt their own departmental Bylaws if they so choose. Departmental Bylaws will be subordinate to and must conform with the UNSOM Bylaws, the UNR Bylaws, the NSHE Code and the laws of the State of Nevada and the United States. Departmental Bylaws must be reviewed by the UNSOM Faculty Council and be approved by: 1) a majority vote of the departmental faculty in a written ballot, 2) the departmental chairperson, and 3) the Dean of the University of Nevada School of Medicine, following instructions in the University Administrative Manual for Unit (College, Department, and other unit) Bylaws section 48.

7. Changes in Organization
The creation, abolition, transfer, or any substantial alteration in the mission, function, structure, or location of units or departments shall require prior consultation with the faculty of those units or departments, other faculty who may be directly affected, the School of Medicine Faculty Council, and the Executive Committee. All changes must be approved by the Dean of the UNSOM. Major reorganization of any unit will be approved by the Board of Regents. All others shall be approved by the Vice President, Health Sciences Division and the UNR President. (University Administrative Manual, UAM, 47).

CHAPTER II - ADMINISTRATION

8. Dean
The Dean is the principal administrative officer of the University of Nevada School of Medicine. In administrative matters, the Dean's decision is final unless overruled by the Vice President, Health Sciences Division, the Provost, the President of the University of Nevada, Reno, or the Board of Regents of the Nevada System of Higher Education.

9. Responsibilities of the Dean
The Dean reports directly to the Vice President, Health Sciences Division, or his/her designee, and is responsible for the overall administration of the School of Medicine. The Dean's responsibilities shall include the planning, implementation and evaluation of the school's policies, budget and programs, and for maintaining a standard of excellence. The Dean shall also be directly responsible for the supervision of the administrative unit, and for the appointment of associate and assistant deans and other personnel to assist in the efficient administration and operation of the medical school.

The Dean shall make an annual State of the School Report which will be made available in writing to faculty and administrative personnel.

10. Evaluation of the Dean
An evaluation of the Dean shall be conducted in the first and second years of his/her term of office and annually thereafter by the Faculty Council. The Faculty Council shall prepare an evaluation form, and solicit responses to it from School of Medicine faculty, professional and classified staff. The Faculty Council shall receive and summarize evaluations and present the summary along with its recommendations to the Dean, prior to forwarding it to the Vice President, Health Sciences Division.
- 10.1 Vice Dean, LV
The Vice Dean of UNSOM in Las Vegas functions as the executive officer and academic leader for the School's Las Vegas campus.
- 10.2 Associate Deans
The Associate Dean serves as a senior member of the Dean's cabinet and provides administrative leadership for the daily operations of the School. Associate Deans are responsible for advancing the mission of the School by participating in the strategic planning process of the School, together with the Dean, Chairpersons, and senior staff.
- 10.3 Assistant Dean
The Assistant Dean plans, organizes and directs the day-to-day operations of a department under administrative direction, and typically serves as a resource and referral source for faculty/residents/students seeking various types of assistance.
- 10.4 Program Director
The Program Director plans and directs all aspects of specific programs. The PD is responsible for promoting independence and community participation of consumers served through creative planning, effective use of staff management and professional teamwork. He/she will maintain program and fiscal operations in accordance with regulations, philosophies and agency policies.
11. Departmental Chairpersons
Each academic department in the School of Medicine shall have a departmental chairperson who shall be appointed by the President of UNR upon recommendation by the Dean (UNR Bylaws 66).

Nomination of department chairs shall be done by the Dean following consultation with the departmental faculty and a screening committee consisting of two departmental representatives elected by the departmental faculty, and five other members selected by the Dean. A community physician shall be included where appropriate. The chairperson of the screening committee shall be chosen by the Dean from among its non-departmental members. The screening committee shall present the Dean with a ranked slate of three or more candidates. The Dean's selection shall then be submitted through the Vice President, Health Sciences Division, to the UNR President for approval.

12. Responsibilities of Departmental Chairpersons

The departmental chairpersons shall be directly responsible to the Dean for the administration of their respective departments and for maintaining a standard of excellence in the department in the areas of teaching, research, scholarly activity, service and clinical service.

The departmental chairpersons, with the aid of the departmental faculty, shall be responsible for the academic standards of their departments and for the development and maintenance of an environment that fosters high standards in teaching, research, scholarly activity, service and clinical service. The chairpersons shall preside over departmental meetings and shall report to the departmental faculty all matters that affect the faculty or departmental programs. The departmental chairpersons shall ensure that departmental faculty members have adequate voice in decisions affecting their welfare and the welfare of the department, including the adoption of departmental rules of governance. The chairpersons shall be responsible for the evaluation of the faculty and staff within their respective departments and shall make recommendations concerning promotion and tenure according to Section 42 of the UNR Bylaws and Section 3.4 of the NSHE Code. They shall also be responsible for departmental faculty and staff recruitment.

The departmental chairpersons shall prepare an annual budget in collaboration with the Dean and maintain appropriate financial records concerning departmental activities. They shall also be responsible for maintaining adequate records reflecting such items as: 1) the evaluation of students, faculty and staff, 2) inventory of departmental equipment, 3) the history of their respective departments, 4) leave records for faculty and classified staff, and 5) such other information as directed by the Dean. All of these records shall remain within the department. The chairpersons shall be responsible for all university equipment and facilities that have been assigned to or acquired by their respective departments.

An annual report shall be prepared by each departmental chairperson and submitted to the Dean and members of the department concerning the department's accomplishments during the past year in the areas of teaching, research, scholarly activity, service and clinical service.

13. Evaluation of Departmental Chairs

The performance of chairpersons of each academic department shall be evaluated annually by the Dean and by the faculty within the chairperson's respective department. The Faculty Council member from each department, or his/her designee, will conduct the evaluation of the chair and forward the responses to the Dean. The Faculty Council, with input from the Dean, will assist departments in developing appropriate evaluation formats.

14. School of Medicine Executive Committee

The School of Medicine Executive Committee, under the direction of the Dean, will meet to serve as a forum for two-way communication between the faculty

and administration of the School of Medicine. It shall be composed of departmental chairpersons and/or vice chairpersons, the director of the UNSOM Library, program directors, Assistant/Associate and/or Vice Deans, UNSOM's legal counsel, the chair of the UNSOM Faculty Council, and others as the Dean requests.

15. Faculty Committees

Except as specified, all committee members must hold an academic or administrative faculty appointment in the School of Medicine. Members of committees shall be either elected or appointed as provided in this section. Nominations for vacant elected committee positions will be solicited by the UNSOM Faculty Council. An election will be held during the Spring Semester of each academic year. Committee terms will begin on July 1st and run through June 30th of a subsequent calendar year, the number of years being specified in the committee descriptions. When a committee vacancy occurs during a member's term, appointed positions will be filled by the appointing authority and elected positions will be filled by the person who received the next highest number of votes in the previous general election. Committee members who fill a position midterm will serve out the remainder of the term of the member being replaced. It will be the responsibility of the committee chairperson to develop and distribute an agenda in advance of each committee meeting. The Dean or his designee will be an ex-officio member of all committees and will attend either at his or her pleasure, or by invitation of the committee chairperson to address a particular issue.

a. Faculty Council:

The Primary responsibility of the Faculty Council is to be an advocate for the faculty to the Dean, department chairs and University administration. The Council will be responsible for soliciting faculty input regarding policy issues at UNSOM. The Council shall be composed of one faculty member from each administrative unit, academic department, program and library at the School of Medicine. The faculty within each department and program will select a representative. Each representative will serve staggered 3 year terms with one-third of the membership rotating on/off the council each year. The current Faculty Council member who is leaving will be responsible for assuring that his/her replacement has been identified and oriented to his/her new responsibilities. The chair and vice chair of the Faculty Council is elected by the Council from among its members. The chair/vice chair shall serve for two years. Members may serve more than one three year term. The chair may be re-elected to serve an additional term.

The Faculty Council shall also be responsible for:

- 1) Conducting general faculty meetings and UNSOM faculty committee elections
- 2) Reviewing and proposing revisions to the UNSOM bylaws

- 3) Reviewing Code provisions regarding promotion, tenure and retention.
- 4) Reviewing reports (i.e., medical education, curriculum, and faculty recruitment).
- 5) Reviewing any issues deemed relevant to faculty teaching, research, service or clinical activity as brought forward by faculty or administration.
- 6) Assisting with and/or overseeing the evaluation process for the Dean and the department chairs.

The Faculty Council will receive regular reports from the UNSOM Faculty Senate representatives regarding Senate issues that are of importance to UNSOM faculty.

b. Committees for Medical Education:

The management and governance of the medical student curriculum of UNSOM will reside with two faculty curriculum committees, namely the Year I and Year II Course Coordinators Committee and Year III and Year IV Clerkship and Electives Coordinators Committee. The goals of these committees are to define, achieve, and maintain educational excellence for all curricular programs. These committees oversee all undergraduate medical education courses and special programs. Committee chairs report directly to the Assistant/Associate Dean for Medical Education, who makes educational recommendations to the Dean for action. When action concerning an individual medical student's progress is recommended, the Assistant/Associate Dean for Admissions and Student Affairs is responsible for taking appropriate action, and keeping both curricular committees informed of any actions and/or status changes.

To be in concert with NSHE policy, medical student members must be excused from participation and required to leave during Committee deliberations when the performance of an individual medical student is reviewed unless the student who is the subject of the review has consented to the participation of the medical student members.

- 1) Year I / II Course Coordinators Committee, and Year III /IV Clerkship and Electives Coordinators Committee
 - a) Committee Members: Membership represents a major educational service to the School and should be so reflected in annual evaluations and student portfolios. Each course coordinator shall be a member of the appropriate committee. Student representatives are nominated by their respective classes with final selection by the Assistant/Associate Dean for Medical Education and the Assistant/Associate Dean for Admissions and Student Affairs in consultation with the committee Chairs.

- b) Committee Chair: Committee chairs are appointed by the Dean, upon recommendation from the Assistant/Associate Dean for Medical Education. This is typically a minimum two-year term that may be extended.
- c) Assistant/Associate Dean(s) for Medical Education and Assistant/Associate Dean of Admissions and Student Affairs: are ex-officio members

2) Curriculum Steering Committee:

This coordinating group shall be comprised of the Assistant/Associate Dean(s) for Medical Education, the Chair of the Year I and II Course Coordinators Committee, and the Chair of the Year III and IV Clerkship and Electives Coordinators. The Assistant/Associate Dean for Medical Education may add faculty, staff, or students to represent different planning perspectives. The group coordinates joint work groups, plans joint meetings of the two curriculum committees, plans and facilitates educational faculty development programs. The Curricular Steering Committee will make biannual reports to the Faculty Council.

3) Medical School Admissions Committee:

The Medical School Admissions Committee shall be responsible for screening all medical school applicants and for selecting all entering medical students at the UNSOM. All policies, requirements and procedures for admission to the medical school must be approved by both the faculty and the Dean. The final selection process is the sole responsibility of the Admissions Committee and the Dean. All admission policies and procedures must be non-discriminatory and conform to state and federal regulations.

The committee shall be composed of:

- a) The Assistant/Associate Dean for Admissions and Student Affairs, who will serve as the chairperson of the committee and who is responsible for presenting all applicants to the committee for consideration;
- b) Eight medical school faculty members (three physicians and three non-physicians, one clinical faculty and one basic scientist), who shall be elected by the faculty-at-large and approved by the Dean;
- c) Two non-medical school faculty members (one each from UNR and UNLV), who shall be appointed by the Dean;
- d) Six practicing physicians from the State of Nevada, who are appointed by the Dean; and
- e) Two medical students (one each from the second and third year classes), both appointed by the Dean. The non-student members, other than the Assistant/Associate dean for Admissions or Student Affairs, shall serve staggered three

year terms and may not serve for more than two terms in succession. The student members shall serve staggered two year terms, being appointed at the beginning of their second year of medical school. The committee shall meet at the discretion of the chairperson.

4) Student Development Committee:

This committee is charged with overseeing the personal and professional development of the medical students at the UNSOM. It is advisory to the Dean, the Assistant/Associate Dean for Admissions and Student Affairs, the faculty and the students.

The committee shall include faculty and student members. The faculty members shall be elected by the faculty-at-large and shall serve staggered three year terms. The faculty membership shall consist of six faculty who are active in undergraduate medical education. Three of the faculty members shall be from basic science departments and the other three from clinical departments. The clinical faculty members will be elected on alternate years from either the Reno or Las Vegas campuses. The student membership on the committee shall include four students, one elected from each class. Each student member must be in good academic standing and be approved by the Dean. No member shall serve more than two terms in succession. A chairperson shall be appointed by the Dean from the faculty members on the committee. The Assistant/Associate Dean for Admissions and Student Affairs, who is appointed by the Dean, shall serve as a non-voting member and shall be responsible for presenting to the committee relevant information concerning all medical students whose performance requires review. The committee shall meet at the discretion of the chairperson, but no less than six times a year, and shall establish its own policies and procedures and document such in the student handbook. These are subject to approval by the Dean. The presence of a simple majority of the faculty membership constitutes a quorum.

The committee shall periodically review the criteria for student promotion and graduation, and shall recommend any desired changes to the faculty for approval. The committee shall evaluate student progress and performance relative to these criteria and make recommendations concerning student probation, suspension, dismissal, reinstatement and related academic matters to the Dean for final approval. In making such recommendations the committee shall consider both academic and nonacademic criteria, including the subjective impression of the faculty concerning the student's ultimate ability to become a good physician. At the end of each year, this committee shall recommend to the Dean a list of students to be promoted or graduated.

Medical students with issues that will be discussed by the Student Development Committee will be notified of the committee meeting prior to the meeting date. The notification will come from the Assistant/Associate Dean for Admissions and Student Affairs, and will include information about the committee agenda and process. Medical student representatives serve on the committee. If the student who is appearing before the committee requests that the medical student representatives not be present for the discussion, the committee may consider and make a decision regarding the request.

5) Scholarship Policy Committee:

The Scholarship Policy Committee is responsible for allocating all general scholarship funds at the school of medicine. The committee shall be composed of the following members:

- Faculty chairperson appointed by the Dean from the committee membership
- Assistant/Associate Dean for Admissions and Student Affairs
- Senior Associate Dean for Basic Science and Research
- Chair of the Admissions Committee
- Three academic faculty members appointed by the Dean

6) Promotion and Tenure Committee:

The Committee is charged with advising the Dean on personnel matters such as recommendations for tenure and professional promotions. The Promotion and Tenure Committee shall be composed of three tenured members elected from the academic faculty, with one member from the basic science faculty, one member from the clinical faculty and one at-large elected member. Four additional members from the non-tenure track academic faculty will include one basic scientist; two clinicians, one from Reno and one from Las Vegas and one at-large faculty member.

Membership in the Promotion and Tenure Committee shall be limited to only one member from any single Department. All members of the Promotion and Tenure Committee shall be ranked at no less than associate professor, have been on the UNSOM faculty for at least five years, and must hold an appointment of at least 0.5 FTE in the School of Medicine.

All committee members shall be elected by the faculty-at-large and shall serve staggered three-year terms. One of the elected members of the Promotion and Tenure Committee shall be appointed by the Dean to serve as the committee chairperson. Departmental chairpersons and faculty members who are concurrently being considered for tenure or promotion are not eligible to serve on this committee.

Only tenured faculty members of the promotion and tenure committee may vote on tenure decisions. Non-tenured members may vote on promotions. When evaluating teaching, research or service, the committee shall utilize the criteria that are stated in the NSHE Code (Chapter 3) and Item 25, 4), a), b) and c) of these Bylaws. The Committee shall report all individual personnel evaluations and recommendations to the Dean of the UNSOM and these personnel reports shall be strictly confidential.

7) Research Committee:

The Research Committee is charged with advising the Dean on all matters concerning research at the UNSOM. It shall be advisory to the Dean concerning interdepartmental research needs and activities, and shall assist in the procurement and disbursement of institutional research funds. It may establish subcommittees to conduct and oversee special duties.

The committee shall consist of five faculty members who have each established a record of research productivity and extramural peer reviewed research funding. All members shall be appointed by the Dean. Two shall be appointed from the basic science faculty and two shall be appointed from the clinical faculty. Each of these members shall serve staggered two year terms, with one basic scientist and one clinical scientist being appointed each year. The fifth committee member shall be the Assistant/Associate Dean for Research who shall serve as the committee chairperson. The UNSOM development officer shall be an ex-officio, nonvoting member.

8) Safety Committee:

The medical school safety committee shall be responsible for advising the Dean on all matters concerning safety at the UNSOM. The committee shall be composed of the Assistant/Associate Dean for Research, the chairpersons of each of the standing subcommittees, a staff representative from the school of medicine, a representative from the UNR Department of Police Services, UNR Environmental Health and Safety, and the UNR Physical Plant. The standing subcommittees are:

- a) Biological Safety
- b) Chemical Safety
- c) Radiation Safety and
- d) Physical Facilities Safety

The chairpersons and membership of each of the standing subcommittees and the staff representative shall be appointed by the Dean.

The safety committee shall be charged with coordinating the activities of the individual standing subcommittees and for all

policy recommendations. The corresponding subcommittees shall be responsible for maintaining safety manuals in the areas of:

- a) Biological Safety
- b) Chemical Safety and
- c) Radiation safety, which meet current federal, state and university guidelines.

The applicable subcommittees shall also monitor all hazardous activities and materials at the UNSOM.

9) Student Honor Committee:

The function of the Student Honor Committee is to support students in coming forward to promote actions of the highest integrity and professionalism, and those that reflect honorably on students behaving in accordance with the School of Medicine's Honor Pledge. Procedures for the Student Honors Committee are delineated in the UNSOM Student Handbook.

The Student Honor Committee is charged with supporting students who have concerns about alleged honor violations. The committee assists in evaluating alleged honor violations and bringing concerns forward to appropriate course coordinators, and/or the Assistant/Associate Dean for Admissions and Student Affairs, and/or the Student Development Committee. The Committee shall include a faculty advisor and two student representatives from each class. The faculty advisor shall be appointed by the Assistant/Associate Dean for Admissions and Student Affairs; the student members shall be elected by their colleagues.

CHAPTER III – FACULTY

16. Rights

No faculty member or graduate assistant shall be required to waive any constitutional rights, other legal rights, or any of the rights provided in these bylaws as a condition of initial or continued employment, nor shall any faculty member be subject to University sanctions of any sort for the exercise of these rights.

17. Academic Freedom

All members of the faculty, graduate fellows, and graduate assistants shall enjoy academic freedom in the exercise of their profession.

18. Oaths

No affirmation or oath shall be required of faculty except for that oath provided by Article 11, Section 5, and Article 15, Section 2, of the Nevada Constitution.

19. Personnel File see NSHE Code Chapter 5.6 and Title 4 Chapter 3

20. Contents of Files see NSHE Code Chapter 5.6 and Title 4 Chapter 3

21. Access to and Modification of Files see NSHE Code Chapter 5.6 and Title 4 Chapter 3
22. Sabbatical Leave see Board of Regents Handbook Title 4, Chapter 3
23. Tenured Faculty
 - a. Justification, NSHE Code Chapter 3 and UNR Bylaws
 - b. Eligibility for Tenure, NSHE Code Chapter 3
 - c. Probationary Period, NSHE Code Chapter 3
 - d. Granting of Tenure, NSHE Code Chapter 3
 - e. Notice of Tenure, NSHE Code Chapter 3
 - f. Termination of Tenure, NSHE Code Chapters 5 and 6
 - g. Financial or Curricular Reasons for Terminations, NSHE Code Chapter 5
 - h. Expiration of Tenure, NSHE Code Chapter 3
 - i. Tenured Faculty in Administrative Positions, NSHE Code Chapter 5
 - j. Annual Performance Evaluation of Tenured Faculty, NSHE Code Chapter 5 and Board of Regents Handbook Title 4, Chapter 3

24. Professional Responsibilities

All personnel evaluations shall be made on the basis of specified professional responsibilities that are stated in the faculty member's role statement (academic activities plan) or administrative faculty goal statement and performance expectations as mutually agreed upon by the individual faculty member and his or her departmental chairperson. These specified professional responsibilities shall be in accordance with the mission and priorities of the faculty member's department, as either defined in the Departmental By-laws or agreed upon by the departmental faculty, its chairperson and the Dean (See Item 24, a., b. and c. of these by-laws and NSHE Code Chapter 5).

The faculty member's annual activities plan shall be subject to appropriate periodic review by the individual faculty member and his or her departmental chairperson and every effort will be made to accommodate subsequent changes that may be desired by either party.

If a member of the faculty and the departmental chairperson are unable to reach an agreement concerning the faculty member's specified professional responsibilities, a meeting of the faculty member and his or her departmental chairperson must be arranged with the Dean for resolution. The dean will make a final decision.

The professional responsibilities for academic faculty shall be listed wherever applicable under the following categories:

a. Instruction

The primary mission of the School of Medicine is the education of medical students. The education of graduate students, residents and fellows, and implementing Continuing Medical Education (CME) for practicing health professionals are other important missions. Faculty may accomplish these missions in a variety of teaching environments within the Medical School and University System as well as in community and extramural settings. As clinical service provides the educational setting for students, residents and fellows, and as clinical service is integral to the practice of medicine, many UNSOM faculty do the majority of their teaching in the clinical setting.

Teaching effectiveness shall be evaluated by departmental chairpersons, members of the academic faculty and formal student and resident evaluations. Evaluation of teaching will be based not only on the faculty member's demonstration of depth, breadth and currency of knowledge of their field, but also upon student accomplishments.

For a faculty member to be judged excellent in teaching, the faculty member must have a record of successful teaching accomplishments. Though certain of these can be objectively measured, others cannot. The evaluation of a faculty member's teaching credentials will not be based solely on quantitative assessment, but will also take into consideration one's competence in the eyes of students, peers and extramural evaluators. Documentation should include numerical ratings, written commentaries, and/or letters of reference.

b. Research and Scholarship

In the School of Medicine, as in the University, research is broadly defined to include all intellectual writing and other creative activities that foster recognition of a faculty member as a scholar. Scholarship conceived by the individual faculty member as well as collaborative investigation will be considered as evidence of significant contribution.

For a candidate to be judged excellent in research, the individual must have a record of successful accomplishments. Though certain of these can be objectively measured, others cannot. The evaluation of a faculty member's credentials in research will not be based solely on quantitative assessment, but will also take into consideration one's esteem in the eyes of peers and extramural consultants. Such recognition must be documented in the form of letters of reference. Publications and extramural recognition at the national level is of greater significance than regional activities.

c. Public, Community, and University Service

Within the School of Medicine, service is broadly defined as any significant activity that benefits the School, the NSHE, the Community, or one's professional peers.

Public, Community, and University Service activities are divided into three major categories: Administrative Service, Clinical Service and Patient Care, and Professional Service. All service activities may be recognized in an academic faculty member's annual evaluations and utilized in the determination of merit and annual salary increases when adequate documentation is available. They may also be evaluated when an academic faculty member is being considered for promotion at the University of Nevada School of Medicine.

Excellence in service can be achieved only by recognition of competence and the attainment of specific objectives in service related activities, rather than by mere extent of participation. Excellence of performance must be documented by letters of reference from chairpersons, supervisors, intramural and/or extramural evaluators who can accurately assess the quality of the service.

The professional responsibilities for administrators and administrative faculty in the administrative unit shall be primarily those assigned by the Dean.

25. Evaluations

a. Annual Evaluation

Each faculty member shall be evaluated annually in regard to the specified professional responsibilities that are stated in their Role Statement/Academic Activities Plan (academic faculty) or Goal Statement (administrative faculty). Performance shall be rated as: excellent, commendable, satisfactory, or unsatisfactory. An overall rating of either "excellent" or "commendable" shall be considered meritorious performance. Evaluation is based on those categories specified in the role/goal statement. If it has been stated in the role or goal statement, agreed upon by the department chair and approved by the Dean that no activity is expected in a particular area, then that area does not require evaluation. For the purpose of promotion and tenure, academic faculty must fulfill a role in each of the three areas of teaching, scholarship and service. Chairs should work closely with each faculty member to assure that annual role statements include plans in each area.

Each faculty member shall be responsible for submitting the documentation on which their evaluations will be based as specified in Department, Medical School, and University Bylaws. The departmental chairperson shall then review this documentation and write an annual evaluation of each faculty member's performance. This evaluation shall carry a signed statement indicating that the faculty member has read the evaluation or has waived the

right to read it. If the faculty member disagrees with any part of the written evaluation, he or she may submit a written statement that shall be attached to the written evaluation and this statement will become a part of the official record (NSHE Code Chapter 5; Board of Regents Handbook Title 4, Chapter 3; and section 25 of the UNSOM Bylaws). The documentation and departmental evaluation will then be forwarded to the Dean who shall subsequently formally evaluate each faculty member's performance.

All evaluations shall be initiated by the department or unit, and shall be made on the basis of equitable criteria for assessing the quality of performance for each area of professional activity evaluated. These criteria and the procedures by which they are evaluated shall be those specified in Department, Medical School and University Bylaws. Each faculty member's evaluation, which is to be used for the purpose of either promotion or tenure, shall include peer review. All administrative evaluations, peer evaluations and reconsideration proceedings shall be based on a careful and professional assessment of relevant admissible evidence so as to insure a just and equitable recommendation.

b. Evaluation Schedule

Evaluations of members of the faculty shall be conducted in accordance with the following schedule:

- 1) Each member of the faculty shall be evaluated annually by their departmental chairperson and the Dean in accordance with Departmental and UNSOM Bylaws. This evaluation shall then be forwarded to the Provost.
- 2) Each departmental chairperson shall be evaluated annually by the Dean with respect to all duties and responsibilities of the chair, based upon input from faculty, peers and students in accordance with Departmental and UNSOM Bylaws. This evaluation shall also be forwarded to the Provost. Faculty evaluations of chairs will be collected on an annual basis and will be part of the chair's file which shall be forwarded to the Dean for formal evaluation. Faculty evaluations of chairs will be accomplished anonymously.
- 3) The Dean shall be evaluated annually by the Vice President, Health Sciences Division, based upon input from faculty, peers and students.

4) Criteria for Tenure and Promotion

a) Tenure track academic faculty

When tenure is being considered, the NSHE Code 3.4.2 and UNR Bylaws Section 45, Standards for Recommending Appointment with Tenure, shall apply.

An excellent rating in either:

- i.) Teaching/Performance of assigned duties or
- ii.) Scholarly and Creative Activity, and no less than a satisfactory rating in the remaining two categories (Clinical/PatientCare, Administrative or Professional) are required.

When tenure or promotion of tenure track faculty is being considered, the UNSOM Promotion and Tenure Committee will review both the documentation and departmental evaluation and make an independent recommendation to the Dean prior to the Dean's formal evaluation.

The Promotion and Tenure Committee is responsible for making ratings after reviewing and discussing the faculty portfolio. One of the following three options must be satisfied as a requirement for promotion of academic faculty in the School of Medicine.

Excellent performance ratings in two of the three categories:

- i.) Teaching/Performance of assigned duties
- ii.) Scholarly and Creative Activity
- iii.) Service, including clinical service, and a Satisfactory or better rating in the remaining category

OR Excellent performance rating in either:

- i.) Teaching/Performance of assigned duties or
- ii.) Scholarly and Creative Activity and
- iii.) Commendable or better in both of the remaining categories

OR

- iv.) For faculty with a very disproportional distribution of responsibility, as documented in the annual role statement, an Excellent performance rating in the principal area of assignment or primary responsibility (must be 60% FTE or greater), a Commendable performance rating in the second area of assignment, and a Satisfactory in the area of least assignment (if this is 10% or less of the faculty member's assignment or unrated if 0%).

b) Non-tenure track academic and administrative faculty

Non-tenure track academic faculty shall be evaluated in the same three areas of professional responsibility, instruction, research and scholarship, and service, including clinical service, and must also satisfy one of the three/four options noted above in 25, 4), b), i, ii, iii and iv to be considered for promotion.

Administrative faculty shall be evaluated in their respective areas of assigned responsibilities using the same evaluation ratings (i.e., excellent, commendable, satisfactory, or unsatisfactory). Promotion of administrative faculty is based on the position description questionnaire and is informed by changes over time in the annual goal statement that would require an adjustment/update to the position description questionnaire. Administrative faculty promotion is in terms of the range table created and maintained by the NSHE system in NSHE Policies and Procedures Manual Section 3.

26. Faculty Governance

The faculty shall govern itself in accordance with the UNSOM and UNR Bylaws, the NSHE Code, the Constitution and laws of the State of Nevada and the Constitution and laws of the United States of America.

27. Faculty

The UNSOM faculty shall consist of all persons holding authorized professional positions as provided in Section 1.4 of the NSHE Code.

- a. Academic faculty means instructional, research and library faculty, as defined by the Board of Regents NSHE Code 1.1
- b. Administrators means administrative faculty employed in executive supervisory or support positions, as defined by the Board of Regents NSHE Code 1.1
- c. Administrative faculty are a subset of the category of administrators defined in section 1.1.b of the Code. The term administrative faculty will mean those faculty who provide services to students, faculty, or administrators, outside the traditional classroom or library services.

28. Academic Faculty Ranks

Per the UNR bylaws section 15.a., there are four ranks of academic faculty, designated for contract purposes by numbers as follows: Professor (IV), Associate Professor (III), Assistant Professor (II), Lecturer or Instructor (I). Tenured and tenure track academic faculty may be employed at rank IV, III, or II. As defined in Code 3.2.1, Rank 0 or Rank I positions are not eligible for appointment with nor shall have tenure under any circumstances. Faculty in Rank 0 may be employed at rank 0(IV), 0(III), 0(II), or 0(I).

Ranks equivalent to these and identified by the corresponding Roman numerals may be assigned other appropriate titles, such as: Research Assistant Professor 0(II), Research Associate Professor 0(III), Research Professor 0(IV), Clinical Assistant Professor 0(II), Clinical Associate Professor 0(III), Clinical Professor 0(IV), or other appropriate titles. Assuming all of these ranks are non-tenure track, the 0 should be in front of the number.

29. Unranked Faculty

- a. Administrators and Administrative Faculty:
Administrators and administrative faculty will be categorized by level of responsibility, rather than by rank, and placed within one of seven salary

ranges. Appropriate titles may be assigned to administrators and administrative faculty at all levels.

30. Graduate Faculty

Graduate programs in the School of Medicine will elect their respective graduate faculty members in accordance with the graduate faculty criteria outlined in the Graduate Council Bylaws.

31. Adjunct Volunteer Faculty

Per the UNR administrative manual (rev. 12/15/97), volunteer faculty at the School of Medicine will be referred to as adjunct faculty.

32. Organization of Faculties

Each of the units or departments of the UNSOM shall consist of those members of the faculty assigned to that unit or department.

- a. UNR Voting Rights: All faculty members listed under Items 27. a. b. and c. of these by-laws who have a 0.5 FTE or greater appointment at the University of Nevada, Reno shall have full voting rights in University-wide elections. A faculty member employed by more than one unit within the University shall be eligible to vote in that unit in which the largest proportion of the FTE is assigned. In the event that the FTE is equally divided between two or more units, the Vice President, Health Sciences Division shall determine the unit in which the faculty member is eligible to vote.
- b. UNSOM Voting Rights: Every faculty member listed in Items 27. a. b. and c. of these by-laws that has at least 0.5 FTE part-time or greater appointment in the School of Medicine shall have full voting rights in school-wide elections, except for faculty on letters of appointment, and faculty on special temporary appointments.
- c. Departmental Voting Rights: Every UNSOM faculty member shall be assigned to at least one department or unit. All faculty having a 0.5 FTE or greater as listed in Items 25, 26 and 27 of these by-laws, shall have full voting rights in those departments or units in which they hold appointments. The voting rights of faculty on letters of appointment and faculty holding special temporary appointments shall be determined on an individual departmental basis as defined in their respective departmental bylaws.

33. Meetings of the Faculty

The UNSOM faculty shall meet annually in both Reno and Las Vegas, at which time the Dean will report to the faculty-at-large. Additional meetings may be called by the Board of Regents, the UNR President, the Division Vice President, the SOM Dean, the Faculty Council or a petition of at least ten percent of the voting faculty. Meetings called by petition shall be convened by a member of the Faculty Council within ten working days of receipt of the petition.

Members of the faculty shall receive notification of faculty meetings no later than three working days before each meeting, which shall include the date, time, place, and agenda of the meeting. Minutes will be recorded for each meeting and distributed to all faculty members.

CHAPTER IV - THE FACULTY SENATE AND THE GRADUATE COUNCIL

34. Faculty Senate
The School of Medicine is represented on the UNR Faculty Senate. Senate apportionment is based on a formula described in the Faculty Senate Bylaws. Senators are full-time faculty members of the School of Medicine who are elected by their peers and who serve 3 year terms. The School of Medicine senators will devise a system for reporting pertinent information from Faculty Senate meetings to UNSOM faculty and will have a standing report item on the Faculty Council agenda.
35. Graduate Council
The UNR Graduate Council is composed of representatives elected by and from the graduate faculty in accordance with Graduate Council Bylaws. The responsibility of the Graduate Council is to deliberate and recommend to the Dean of the Graduate School matters related to graduate education. The School of Medicine is a graduate program of the University of Nevada, Reno and has one faculty representative. This representative must be a graduate faculty member and is elected by the UNSOM faculty for a 3-year term.
36. Policies and Procedures of the Faculty Senate and the Graduate Council
See UNR Bylaws, Chapter IV Sections 21 - 23.

CHAPTER V - GRIEVANCES

37. Grievance Procedures see NSHE Code Chapter 5.7
38. Definitions and General Provisions see NSHE Code Chapter 5
39. Procedures for Initiating a Grievance see NSHE Code Chapter 5

CHAPTER VI - NON-REAPPOINTMENT, DISMISSAL, TERMINATION AND CHANGES IN CONTRACTUAL STATUS

40. Procedures in Terminations for Reasons of Financial Exigency or Curricular Change see NSHE Code Chapter 5