

DIVISION OF HEALTH SCIENCES BYLAWS
Approved by Division Faculty on [date]
Approved by the Vice President of Health Sciences [date]
Approved by the President on [date]

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1. Bylaws

1.1 Authorization

These Bylaws are authorized by the University of Nevada, Reno Bylaws Sections on Units of the University and School/Departments/Centers/Programs of the Units. The Division Bylaws must be consistent with and subordinate to the University of Nevada, Reno Bylaws (UNR Bylaws), the Nevada System of Higher Education Code (NSHE Code), and the laws of Nevada.

1.2 Scope

These Bylaws provide for and articulate (a) the organization and administrative structure of the Division; (b) the duties and responsibilities of administrative personnel; (c) the duties, responsibilities and rankings of faculty; (d) the creation and modification of curricular and personnel policies; (e) criteria for recruitment, evaluation, reappointment, tenure, and promotion of faculty at all ranks.

1.3 Adoption

These Bylaws shall be in force upon completion of the following steps: 1) review by the Faculty Senate; 2) approval by at least 51% of the Division's voting faculty in a written secret ballot, with sufficient notice to allow all eligible faculty to participate; 3) approval by the Vice President of Health Sciences of the Division; and 4) approval by the President. The review process leading to final approval is defined in more detail in the University's Administrative Manual 1.3.2.

1.4 Amendments

Any member of the faculty may propose an amendment to the Bylaws by submitting the proposed amendment in writing to the Division Bylaws Committee, which shall meet to consider the proposal. If the Division Bylaws Committee approves the proposed amendment, the proposed amendment shall be distributed to the faculty at least ten (10) Division working days in advance of consideration, whereupon it shall be discussed in open meeting. If the Division Bylaws Committee does not approve the proposed amendment and thus chooses not to submit the proposed amendment to the faculty, then a petition signed by fifteen percent (15%) of the faculty will mandate the Bylaws Committee to draft the amendment and distribute it to the faculty at least ten (10) Division working days in advance of consideration.

1.5 Adoption of Amendments

Proposed amendments to the Bylaws are adopted when they have been 1) reviewed by the Faculty Senate, 2) approved by a two-thirds majority of the Division's voting faculty in a written secret ballot, with sufficient notice to allow all eligible faculty to participate, 3) approved by the Vice President of Health Sciences of the Division, and 4) approved by the President of the University.”

1.6 Custody and Availability

The Vice President of Health Sciences will provide a final copy of the complete Division Bylaws, including the President's approval signature, to the following offices: President, Provost, Faculty Senate, and Library Reference Desk. The approved Bylaws, signed by the Vice President of Health Sciences and the President, shall be maintained in the Office of the Vice President of Health Sciences. An electronic copy of the approved Bylaws shall be made available to the entire faculty of the Division.

1.7 Interpretation

Questions of interpretation of these Bylaws shall be directed to the Division's Bylaws Committee, which shall review the question and within twenty (20) Division working days forward its recommendation to the Vice President of Health Sciences. The Vice President of Health Sciences shall review the question and within twenty (20) Division working days report his interpretation to the Bylaws Committee and to the originator of the question. If the interpretation fails to satisfy the question, the Vice President of Health Sciences shall promptly forward his or her recommendation and that of the Bylaws Committee to the President, whose ruling shall be final.

2. Mission

The mission of the Division is to contribute to the advancement and dissemination of knowledge that will help to improve society at the state, regional, and national levels. The Division of Health Sciences is tied together by the need to find solutions for and help people towards improving their health and well-being through education, research, clinical care and public service. Through one-on-one treatment of people with health problems, providing opportunities to participate in medical and social behavioral research and conducting scholarly activities aimed at improving the health and well-being of whole populations, our faculty prepare and teach students to work in high demand professions.

3. Organization

For ease of understanding, schools, centers, and programs within the Division of Health Sciences will hereafter be referred to as units. The Division of Health Sciences has the following units within its organizational structure:

- Orvis School of Nursing
- School of Community Health Sciences
- School of Social Work
- University of Nevada School of Medicine (UNSOM)
- Campus Recreation and Wellness Center
- Center for the Application of Substance Abuse Technologies (CASAT)
- Sanford Center for Aging

3.1 The Vice President of Health Sciences

3.1.1 Duties and Responsibilities

The Vice President of Health Sciences shall be the chief administrator and executive officer of the Division responsible for the general administration and performance of the Division and the chair of its faculty and an ex-officio, non-voting member of all its committees except the Vice President of Health Sciences' evaluation and search committees. The Vice President of Health Sciences will be the representative of the Division to both the University and external communities.

In general, the Vice President of Health Sciences shall be responsible to the Provost and President of the University of Nevada, Reno for executing and implementing university academic policy as it affects the Division and for oversight of the central role played by the Division in the university. The Vice President of Health Sciences shall be responsible to the faculty of the Division for advancing the academic, research, and service missions of the Division and for executing and implementing Division Bylaws. In addition, the Vice President of Health Sciences shall lead the Division in comprehensive planning and the faculty in curriculum and program planning, encouraging scholarly and creative development appropriate to the individual disciplines among faculty and students. The Vice President of Health Sciences shall serve as the chief development officer to set development efforts and priorities in the Division. These duties are to be performed in accordance with the NSHE Code, the UNR Bylaws, the University Administrative Manual, and these Bylaws.

The Vice President of Health Sciences shall be responsible for establishing a means of communication to the faculty regarding information from the President, Provost, or other university administrators which may be of significance to members of the faculty and to inform the President, Provost, and other university administrators of matters which may be of significance to members of the faculty as determined by the Vice President of Health Sciences.

3.1.2 Appointment

Pursuant to UNR Bylaws, (3.6.1 Appointment of Administrators), the President shall consult with the faculty of the Division in selecting an interim Vice President of Health Sciences and in nominating the Vice President of Health Sciences to the Board of Regents as provided in these Bylaws. A nationwide search consistent with the University of Nevada, Reno Bylaws shall be conducted to select a new Vice President of Health Sciences. The Division faculty shall elect a majority of the Search Committee from its membership. The Chair of the Search Committee shall be appointed by the Provost who may also include other members deemed essential. After conducting a nationwide search and consulting with faculty, the Search Committee shall recommend to the President/Provost a ranked slate of viable candidates.

Should a vacancy occur, the President should consult with Division faculty in selecting an interim or acting Vice President of Health Sciences. The Interim or Acting Vice President of Health Sciences shall serve until a Vice President of Health Sciences has been selected as provided by these Bylaws, but for no longer than 12 months. Should no appointment be made by

the end of this period, the procedures for appointing an acting Vice President of Health Sciences shall be re-applied.

Should the Vice President of Health Sciences be temporarily unable to perform her/his duties, the Provost shall appoint an eligible faculty member to temporarily assume the authority and functions of the Vice President of Health Sciences with the approval of the President. The Vice President of Health Sciences shall serve at the pleasure of the President.

3.1.3 Evaluation

Pursuant to UNR Bylaws, a periodic evaluation of the Vice President of Health Sciences shall be conducted by a faculty committee on a rotating schedule, with advice from the Faculty Senate, once every three years and forwarded to the President through the Provost. The committee shall consist of seven members including, one faculty member from each of the four Schools (Orvis School of Nursing; School of Community Health Sciences; School of Social Work; University of Nevada School of Medicine); one member representing the Centers and Programs (Campus Recreation and Wellness Center; Center for the Application of Substance Abuse Technologies; Sanford Center for Aging) on a rotating basis; one classified staff member; one faculty representative from the Division of Health Sciences office; and, one student. Division classified staff will select their committee member by a secret ballot. Each academic unit shall nominate one student. The Evaluation Committee will select one student representative from the pool of nominated students. The Committee Chair will be elected by majority vote of the group. Should the Committee fail to elect a chair, one shall be appointed by the Provost from within the membership of the Committee.

Criteria for evaluation of the Vice President of Health Sciences shall include, but not be limited to:

- Effective leadership as evidenced by such factors as planning and organization, decision-making ability, delegation of responsibility, balance of faculty responsibilities according to workloads, and relationships with faculty, campus administrators, support staff, community groups and students.
- Effective management of the physical facilities and supportive services that are under his or her direction as Vice President.
- Faculty development as demonstrated by support for and promotion of teaching effectiveness, research, scholarly and/or creative activity, and appropriate community, university and professional service by members of the faculty.
- Participation at the appropriate decision making levels for program development in the areas of instruction, programming, research, scholarly and/or creative activity.
- Effective development consistent with the expectations of the university development office in order to provide additional fiscal resources for the Division's units.
- Fulfillment of contractual responsibilities as outlined by the President.

The committee shall establish criteria for evaluation and prepare an evaluation instrument in consultation with the faculty. The committee must solicit responses to the instrument from all Division faculty and may seek additional input from other relevant constituencies, including students, staff, advisory board members, and other administrators in the university. Pursuant to

UNR Bylaws, the evaluation shall include consultation with university faculty and staff outside of the Division who are affected by the Vice President of Health Sciences' performance, including peers. Based on such responses and input the committee will prepare an evaluation summary to be forwarded to the Provost and President.

3.2 Additional Administrative Positions

Existing Division administrative positions include the Director of Health Sciences Internal and External Affairs, Fiscal Officer, and Executive Assistant to the Vice President.

The Vice President of Health Sciences may create other administrative positions deemed essential for conducting Division business. A new position shall not be created without prior approval of the Deans and Directors Committee.

Individuals in these administrative positions report to the Vice President of Health Sciences. The duties of additional administrative personnel shall be determined after consultation with the Division's Deans and Directors Committee.

3.3 Unit Leadership

3.3.1 Duties and Responsibilities

The Deans and Directors are responsible for the efficient and effective administrative functioning of their Unit within the Division. Deans and Directors shall be responsible to the Vice President of Health Sciences for implementing Division policies and procedures and responsible to faculty for advancing the missions of their respective Units. Deans and Directors shall serve as advisors to the Vice President of Health Sciences and as liaisons between the Vice President of Health Sciences and faculty by informing faculty of actions taken by the Vice President of Health Sciences, and by informing the Vice President of Health Sciences of actions taken by Unit faculty. They shall be ex-officio members of all Unit committees, except those that evaluate them in their administrative capacity.

When the positions of Vice President of Health Sciences and Dean of the UNSOM are held by the same individual, the Dean of UNSOM shall report directly to the Provost and President of UNR rather than to the Vice President of Health Sciences.

3.3.2 Appointments

The bylaws or policies and procedures of each Unit shall contain provisions governing the nomination or recommendation for appointment, term of appointment, and the replacement of the Dean or Director including consultation with the faculty. Deans and Directors of Units are appointed by the President on the recommendation of the Vice President of Health Sciences for a period of appointment mutually agreeable to the Vice President of Health Sciences and the appointee. If the Vice President of Health Sciences does not approve of the Unit's recommendation, the Vice President of Health Sciences shall respond to the Unit's selection

committee in writing stating the reasons for disapproval. In such cases, the Vice President shall provide the Unit's selection committee the opportunity to submit an alternative recommendation and appeal to the President.

When the positions of Vice President of Health Sciences and Dean of the UNSOM are held by the same individual, the process for appointment and replacement of the Dean of UNSOM shall follow the procedures outline in the section 3.1.2 Appointment in these Division bylaws.

3.3.3 Evaluation

The Vice President of Health Sciences shall evaluate the performance of Deans and Directors annually. Each Unit shall conduct the evaluation in accordance with their bylaws, or policies and procedures, and report the findings and recommendations to the Vice President of Health Sciences. The Vice President of Health Sciences shall use those findings and recommendations, together with other relevant information, for the evaluation. Additionally, pursuant to UNR Bylaws 3.3.2, a broader periodic evaluation for deans, directors, and other equivalent administrators shall be conducted on a rotating schedule, with advice from the Faculty Senate, once every three to five years, and forwarded to the Vice President.

When the positions of Vice President of Health Sciences and Dean of the UNSOM are held by the same individual, the evaluation of the individual in the role of Dean shall be conducted in accordance with the UNSOM Bylaws, Chapter 2.10; however, the summary and recommendations will be forwarded to the President through the Provost rather than to the Vice President. The summary and recommendations also will be forwarded to the Division Committee responsible for evaluating the Vice President of Health Sciences in the years when such an evaluation takes place (Division Bylaws section 3.3.1 Evaluation).

3.4 Division Committees

All standing Division committees shall have written rules and procedures to assist them in performing their functions. These rules and procedures shall be placed on file in the Vice President of Health Sciences' office and shall be available to all faculty. Each committee will review and, if necessary, revise its written policies and procedures at the beginning of each academic year. For special tasks, any standing committee or the Vice President may appoint an ad hoc subcommittee which will exist until the completion of the task. All members of Division committees, except for those specifically designated ex officio and non-voting, shall each have one vote in all committee decisions.

All committees will forward their recommendations and rationales to the Vice President of Health Sciences for action. The Vice President of Health Sciences will be responsible for communicating committee recommendations and rationales, with the exception of individual personnel recommendations, to the faculty of the Division.

3.4.1 Deans and Directors Committee

The Deans and Directors Committee shall consist of the Dean or Director of each Unit in the Division that directly reports to the Vice President of Health Sciences. The Deans and Directors serve in an advisory capacity to the Vice President on administrative and other matters of importance to the Division and their respective units. The Committee shall meet at least once a month during the academic year and shall be chaired by the Vice President. The Vice President may call additional or cancel meetings as necessary per agenda items.

3.4.2 Personnel Committee

As needed and requested by faculty and/or supervisors, the Personnel Committee will review and make recommendations to the Vice President of Health Sciences related to annual evaluations, merit increases, reappointment, faculty requests for reconsideration and faculty disciplinary or grievable matters. After following his or her own Unit procedures with the supervisor, faculty may take up grievances related to the aforementioned matters with the Personnel Committee. The Personnel Committee will not routinely review all faculty annual evaluations for all the Units in the Division.

The Committee membership shall consist of seven faculty members. Members of the Committee, who will serve three year terms, are to be elected by secret ballot from the faculty of the various Units in the Division. Representation should be equitable across the Units and include at least one faculty member from each School. The remaining three members will serve at large. At least one Committee member should be in an administrative faculty position. The Committee Chair will be elected by majority vote of the group and can serve no more than two, consecutive one-year terms as Chair. Should the Committee fail to elect a chair, one shall be appointed by the Vice President from within the membership of the Committee.

All reviews and recommendations of the Personnel Committee shall conform to the rules, criteria, and timetables established in the University of Nevada, Reno Bylaws, the Administrative Manual of the University of Nevada, Reno, and the NSHE Code.

3.4.3 Promotion and Tenure Committee

The Promotion and Tenure Committee is an independent body of academic faculty whose role is to review faculty applications for promotion and/or tenure for recommendations of action by the Vice President of Health Sciences. When requested by the Vice President, the committee shall also review third-year reviews of progress made towards tenure by probationary faculty.

Faculty members may apply for promotion and tenure in accordance with the provisions of the UNS Code and the UNR Bylaws. Faculty applying for promotion and tenure will be evaluated by the Division Promotion and Tenure Committee consisting of seven (7) faculty members: one (1) tenured faculty member each from the School of Nursing, the School of Community Health Sciences, and the School of Social Work; two (2) faculty members from the School of Medicine, one tenured and one may be non-tenured senior faculty; and, two (2) tenured faculty appointed

at-large by the Vice President. Each committee member will serve a three-year term. The committee shall be advisory to the Vice President.

Nominations, elections and appointments to the Division's Promotion and Tenure Committee shall be held in the spring semester for service commencing the next academic year, and shall be initiated by the Vice President. Members of the Committee shall be elected by secret ballot from the eligible academic faculty of the various units in the Division. Deans and Directors are ineligible for service on the Committee. Approximately one-third of the membership shall be newly elected annually. Representation shall be equitable across the units and include at least one faculty member from each School, whenever possible. At least two of the committee members shall hold the rank of full professor. The Committee Chair shall be appointed by the Vice President of Health Sciences from among the Committee members and can serve no more than two consecutive one-year terms. Should a vacancy occur among the committee members during the year, the Vice President shall appoint a faculty member to serve on the committee until elections are held each spring. At that time, an individual shall be nominated and elected to fill the remainder of the vacated term.

In considering an application for promotion only, the Vice President shall form a committee consisting of five (5) tenured members of the academic faculty at a rank equal to or higher than the faculty member submitting the application. Faculty applying for promotion in the School of Medicine will be evaluated by a faculty committee consisting of eligible tenured and non-tenure track faculty from School of Medicine. The committee shall be advisory to the Vice President.

The standards for promotion and tenure shall be those described above as the standards for annual evaluation, as well any standards that are required to comply with the UNS Code and the UNR Bylaws. In considering applications for promotion and tenure, the Vice President and the advisory committee shall consider performance over the entire period of the faculty member's employment in the division. A key consideration shall be whether the faculty member's record indicates continuing growth and improvement, and progression toward national and international recognition.

The Chair of the Committee will provide a written summary of the Committee's recommendations for each candidate to the Vice President. All reviews and recommendations of the Promotion and Tenure Committee shall conform to the rules, criteria, and timetables established in the University of Nevada, Reno Bylaws, the Administrative Manual of the University of Nevada, Reno, and the NSHE Code.

In the event the Vice President rejects the recommendation of the committee regarding promotion or tenure, the faculty member is entitled to pursue the reconsideration or grievance procedures specified in the UNS Code and the UNR Bylaws.

3.4.4 Bylaws Committee

The Bylaws Committee is charged with reviewing proposed amendments and assuring, at least annually, continued compliance with the NSHE Code and the UNR Bylaws when these have been amended, as well as with proposing amendments that respond to changes or needs within

the Division. The Committee also will oversee any elections that are held to fill positions in standing committees in the Division of Health Sciences and may serve as a policy advisory committee for changes and implementation of Division policies, as needed. The Bylaws Committee will review Unit Bylaws and/or Policies and Procedures at the request of the Vice President.

Selection of Committee members will be the responsibility of the various units within the Division. Each School in the Division will have one member. Centers and Programs will have three members collectively. All members will serve three-year terms. The VP for Health Sciences will annually review the membership on the Committee to ensure fair representation from all constituents of the Division. The Committee Chair will be elected by majority vote of the group and can serve no more than two, consecutive one-year terms as Chair. Should the Committee fail to elect a chair, one shall be appointed by the Vice President from within the membership of the Committee. Approximately one-third of the membership will be newly elected annually. Other than the annual meeting of the Committee, meetings will be scheduled as needed by the Chair to complete the work of the Committee.

3.4.5 Courses and Curriculum Committee

The Courses and Curriculum Committee is responsible for the evaluation and maintenance of all proposed changes to Division courses or curricula that are submitted to the University Courses and Curriculum Committee, and the development of Division responses to proposed changes to the Common Core Curriculum. All proposed changes to Division courses or curricula coming before the Committee must have been previously approved at the Unit level.

The Committee shall make recommendations to the faculty and the Vice President on all proposals involving curricular changes within the Division, including consideration of all undergraduate and graduate courses, curricula, certificates, programs, and degrees of the Division, and a review of all copy changes for the General Catalog. The committee also shall advise the Dean, Directors, and faculty of the Division on the development of future courses and programs in the Division, and shall aid in developing, reviewing and updating the Division curricula.

The Committee shall consist of at least seven (7) voting members, with at least one (1) faculty member representing each unit in the Division offering an academic program. The Division's Undergraduate Advisor and a member of the Vice President's staff shall serve as non-voting, ex-officio members of the committee. Nominations, elections and appointments to the committee shall be held in the spring semester for service commencing the following academic year. All members will serve three-year terms, and approximately one-third of the voting membership will be newly elected annually. The Committee Chair will be elected by the committee members and can serve no more than two consecutive, one-year terms as Chair. The VP for Health Sciences will annually review the membership on the Committee to ensure fair representation from all constituents of the Division. Should a vacancy occur among the committee members, the Vice President shall appoint a faculty member to fill the position for the remainder of the year, with election for the vacant position to be held in the spring semester. The Committee Chair shall be elected by majority vote from among Committee members who are eligible to vote at the first

meeting of the academic year. Should the Committee fail to elect a chair, one shall be appointed by the Vice President.

The Chair of the Committee shall forward affirmative recommendations and findings of the Committee to the University Courses and Curriculum Committee and, where appropriate, to the Graduate Council. A copy of the minutes of each Committee meeting shall be provided to the Vice President and Directors, and emailed to all Deans and Directors of Division units.

The Division representative to the University Courses and Curriculum Committee (UCCC) shall be appointed by the Vice President from the faculty or staff in the Division and shall serve as a non-voting, ex-officio member of the Division Courses and Curriculum Committee. If a voting member of the Committee is selected as the representative to UCCC, then the voting rights of that individual will be retained.

3.4.6 Awards and Recognition Committee

The Awards and Recognition Committee shall meet as needed to recommend candidates from the Division for various University and Division awards, such as the F. Donald Tibbitts Distinguished Teacher Award, Foundation Professor, and the Distinguished Outreach Faculty Award. The Committee may also recommend the creation of new Division-level awards for faculty, staff or students. Selection of Committee members will be the responsibility of the various units within the Division. Each School in the Division will have one member. Centers and Programs will have three members collectively. All members will serve three-year terms. The Committee Chair will be elected by majority vote of the group and can serve no more than two consecutive, one-year terms as Chair. Should the Committee fail to elect a chair, one shall be appointed by the Vice President from within the membership of the Committee. Approximately one-third of the membership will be newly elected annually.

3.4.7 Ad Hoc and Sub-Committees

Ad hoc committees, subcommittees, and other working groups may be established by the Vice President of Health Sciences, independently, or at the recommendation of Units in the Division. The Vice President of Health Sciences shall define the responsibilities, membership of such committees, and procedures as appropriate and may seek the faculty's advice in these matters.

3.5 Bylaws of Constituent Units

Pursuant to UNR Bylaws (Section 2.1 Major Units and Departments), Units of the Division have the responsibility for creating bylaws appropriate to their mission within the Division and University, and essential to meet standards for their accreditation, if necessary. Such Bylaws are subordinate to and shall not conflict with either the Division or University Bylaws.

3.5.1 Review

The bylaws of Units shall be in force upon approval provided under Part I of these Bylaws. In addition, Unit bylaws or proposed amendments must be submitted to the Division Bylaws

Committee for review regarding their conformity with Division Bylaws, UNR Bylaws, and the NSHE Code. The Division Bylaws Committee shall make recommendations to the Vice President of Health Sciences regarding the bylaws of the Units and constituent departments.

4. Faculty

The Division faculty shall consist of all persons holding authorized professional positions in the Division, as provided in Subsection 1.4.5 (“Professional Staff”) of the NSHE Code and section 14 (“Faculty”) of the University Bylaws. These positions are either administrative or academic.

4.1 Academic Faculty

As defined in Section 1.1(a) (“Definitions”) of the NSHE Code, “academic faculty” means instructional, research, and library faculty, as defined by the Board of Regents. Tenured faculty are the subset of academic faculty who have been granted tenure. Tenure-track faculty are the subset of academic faculty on probationary status and eligible to be considered for tenure. Rank 0 and Rank I faculty are the subset of academic faculty in positions of any rank that are not eligible for tenure.

4.2 Administrative Faculty

Administrative faculty are employed in the Division in executive, supervisory, or support positions, as defined by the Board of Regents. Administrative faculty who are not otherwise employed with tenure serve in an administrative capacity at the pleasure of the appointing authority. Reassignment and removal from an administrative faculty position shall be in accordance with NSHE Code 3.4.6 (“Tenure for Academic Faculty Occupying Administrative Positions”) and 5.4.8 (“Reassignment of Administrators”).

4.3 Faculty Ranks

4.3.1 Academic Faculty

There shall be four ranks of academic faculty, designated for contract purposes by numbers, as follows: Lecturer or Instructor (I), Assistant Professor (II), Associate Professor (III), and Professor (IV). Tenured and tenure-track academic faculty may be employed at rank II, III, or IV. 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(I), 0(II), 0(III), or 0(IV).

4.3.2 Administrative Faculty

There are seven ranges of administrative faculty as follows: Ranges 1, 2, 3, 4, 5, 6, and 7. Appropriate titles may be assigned to administrative faculty in any range.

4.3.3 *Unranked Faculty*

There shall be Rank Zero (0) positions for lecturers, or positions with appropriate titles, reserved for persons with special qualifications that do not fit criteria for the four ranks.

4.4 **Faculty Voting Rights**

Except as provided in “Limitations on Voting Rights” (below), every full-time member of the faculty shall have the right to vote, so long as the faculty member has her/his major assignment (University Bylaws section 19—“Organization of Faculties”) in the Division. Part-time faculty of 0.5 FTE or more shall have full voting rights. A faculty member employed by more than one Division shall be eligible to vote in that Division in which the largest proportion of her/his FTE is assigned.

4.4.1 *Limitations on Voting Rights*

As provided in University Bylaws under section 2.3.4 c(ii), “Faculty Contracts,” faculty on letters of appointment shall not have voting rights. The Division and its Units may limit the right to vote on tenure and promotion decisions to those faculty who have already attained the rank or status at issue. No faculty member may vote on his or her own appointment, tenure, or promotion, or in cases when a similarly clear conflict of interest exists. Postdoctoral fellows are not faculty and consequently shall not have voting rights. As provided in UNR Bylaws Section 2.3.6.c, persons holding adjunct or clinical titles shall be non-voting members of the faculty.

4.5 **Faculty Meetings**

With reasonable advance notice, the Vice President of Health Sciences of the Division shall call meetings of the faculty whenever the need arises. Meeting agendas shall be distributed to all members prior to the day of the meeting. A quorum shall be constituted at such meetings when forty percent of the Division faculty is convened or represented by signed proxies. The Vice President of Health Sciences, or a designee of the Vice President of Health Sciences, shall preside over these meetings, which shall abide by *Robert’s Rules of Order*. Division Assemblies will be recorded and available electronically through the Vice President's Office.

Any motion not included among those mentioned in these Bylaws as requiring more than a majority vote, requires for its adoption only a majority. A majority is more than half of the votes cast, ignoring blanks, at a faculty meeting where a quorum is present. By majority vote of the faculty represented at a meeting, any question may be submitted to the entire Division faculty for a vote by secret mail ballot. The ballot shall be prepared, circulated, and counted by the Bylaws Committee.

Division faculty may petition the Vice President of Health Sciences to convene a meeting to discuss or recommend action on any matter concerning programs, policies, functions, or faculty and student welfare in the Division or the University. A meeting called by petition shall require the signatures of five (5) percent of faculty eligible to vote and shall be convened by the Vice President of Health Sciences or a designee of the Vice President of Health Sciences within ten

(10) Division working days of receipt of the petition. In lieu of a petition, a meeting may be held at the request of two (2) Unit Deans or Directors.

5 Personnel Policies

5.1 Professional Responsibilities

5.1.1 Statements of Professional Responsibilities

Each academic faculty member shall prepare, in consultation with his or her chair or supervisor, a Statement of Professional Responsibilities providing a written description of professional responsibilities and performance expectations for the coming year (UNR Bylaws, Section on Professional Responsibilities). This description of responsibilities and expectations must be in sufficient detail to provide a reasonable understanding of the nature and manner of performance of the activities described. These responsibilities and expectations must support the mission and priorities of the Unit (these Bylaws, section 2 Mission) and of the particular area of the Unit to which the faculty member is assigned. The document shall be signed by the faculty member, the supervisor, and the Vice President of Health Sciences.

5.1.2 Conflict Resolution

If the faculty member and the supervisor cannot agree about specified responsibilities, the matter shall be presented to the Vice President of Health Sciences who shall consult with the involved parties and make a written recommendation. If the faculty member objects to the specified professional responsibilities and performance expectations set for the faculty member by the Vice President of Health Sciences, the faculty member, in accordance with the Professional Responsibilities Section of the UNR Bylaws, may file a grievance under the grievance procedures established in the UNR Bylaws.

5.1.3 Amending Statements of Professional Responsibilities

Since it is understood that the priorities of the Unit or the personal situation of the faculty member may change during the course of the year, performance expectations may be altered by written, mutual agreement by the faculty member and the supervisor, and shall be forwarded to the Vice President of Health Sciences for approval.

5.1.4 Exclusion of Responsibilities

At times, the mission and priorities of the Division or major unit will best be served when a faculty member's Statement of Professional Responsibilities does not include all of the usual categories of responsibility. In such cases, performance expectations may be drafted to meet the goals appropriate to the position. Written justification, signed by the faculty member, the supervisor, and the Vice President of Health Sciences, is required to exclude goals in these areas of responsibility.

5.2 Annual Evaluation of Faculty

5.2.1 General Performance Criteria

Each faculty member shall be evaluated annually based on his/her Statement of Professional Responsibilities/Role Statement/Activities Plan within the unique context of his or her Unit as well as within the overall context of the Division. In general, the academic faculty is evaluated in three areas of responsibility: 1) teaching, 2) research, scholarly, and creative work, and 3) community, professional, Unit, Division, and university service. Administrative faculty shall be evaluated in accord with the procedures specified by their unit and university policy.

5.2.2 Annual Evaluation

Each faculty member shall be evaluated in writing at least once annually by unit chairs, or directors of administrative units according to the specified professional responsibilities stated in the UNR Bylaws, Section on Professional Responsibilities, the Unit Bylaws, Section 14, and the performance responsibilities and expectations, as may be amended, established under the Unit Bylaws, Section 13. Each person shall submit documentation, as specified in their basic unit, these major unit bylaws, and the UNR Bylaws for evaluation.

All evaluations shall be initiated by the department or school and shall be made on the basis of equitable and uniform criteria. Evaluations of instructional faculty shall include an assessment of teaching evaluations completed by their students. Quality of performance for each area of professional activity shall be assessed according to procedures and criteria specified in the basic unit, DHS, and UNR Bylaws.

Academic faculty annual evaluations may include a review conducted by peers according to unit standards. All evaluations shall be conducted in accordance with principles of judicious review, defined as careful and professional assessment of admissible evidence materials presented so as to insure a just and equitable recommendation. Faculty shall, upon request, have access to the results of, but not the originals of, student evaluations and comments, and in the case of administrative faculty whose evaluations include surveys, the results of, but not the originals or copies of, such surveys. In responding to such a request, the supervisor must ensure the anonymity of the students and the survey respondents. The performance evaluations of executive and supervisory faculty shall include consultation with the professional and classified staff of the unit. The form and process of this consultation shall be defined and determined by basic unit bylaws.

The Supervisor or Director's evaluations will verify equitable evaluation of all faculty within his or her respective Unit. The Supervisor's or Director's evaluations of academic and administrative faculty shall be forwarded to the Vice President of Health Sciences. The Vice President shall evaluate each faculty member based on the Supervisor or Director's evaluations.

The evaluation of each person shall carry a signed statement indicating that he or she has read the evaluation or has waived the right to read it. If the faculty member disagrees with the annual evaluation rating, he or she may submit a written rejoinder (Section 5.16 of the Code) and/or

may initiate a reconsideration and/or grievance through regular administrative channels as specified in these DHS Bylaws and the UNR Bylaws.

The annual evaluations shall be used by the Unit Deans and Directors to formally consider faculty for merit increases in salary. Units will recommend to the Vice President merit pay increases for individual faculty.

5.2.3 Ratings

All performance evaluations shall include a rating of (i) “excellent,” (ii) “commendable,” (iii) “satisfactory,” or (iv) “unsatisfactory.” Each agreed upon area of responsibility shall be rated separately:

Unsatisfactory: the faculty member does not meet the demands of the position effectively or does not perform satisfactorily as defined in the performance criteria.

Satisfactory: the faculty member meets the demands of the position effectively and performs satisfactorily as defined in the performance criteria

Commendable: the faculty member meets the objectives of the position in a manner that exceeds normal accomplishment and regularly produces unusually good results.

Excellent: the faculty member consistently performs all aspects of the job in a clearly distinguished way, and consistently accomplishes outstanding results.

Faculty members receiving an overall rating of “unsatisfactory” on their evaluation shall be provided with constructive feedback in the written evaluation for improving their performance. This constructive feedback must include a written plan for improvement, which must be specific and must be provided at the time of the first “unsatisfactory” rating.

5.3 Tenure

5.3.1 Eligibility

A probationary full-time tenure-track member of the academic faculty in Rank II, III or IV shall be eligible for appointment with tenure at any time during the probationary period of employment.

5.3.2 Appointment with Tenure

An initial appointment may be made with tenure upon recommendation by the Unit and Vice President of Health Sciences, following NSHE Code [3.3.1(b)].

5.3.3 Initiating Consideration for Tenure

A probationary faculty member may request consideration for tenure in any year of the probationary period. The applicant for tenure may initiate the review process following procedures defined by Unit bylaws as provided under UNR Bylaws. The faculty member shall

follow guidelines and timelines set by their Unit. The applicant's written materials shall demonstrate that the applicant has met the minimum standards set forth in these bylaws.

5.3.4 Standards for Appointment with Tenure

The faculty member shall demonstrate a record of achievement in teaching, scholarly and/or creative work, and service as defined in these Bylaws and consistent with the faculty member's Statement of Professional Responsibilities and the mission of the Unit and Division. Pursuant to the minimum standards for consideration for tenure as provided in NSHE Code and UNR Bylaws Section 3.4.5, the Unit recommending the faculty member for tenure must evaluate the candidate as "excellent" in teaching or scholarly and/or creative work and at least "satisfactory" in the other two areas. Unit bylaws may specify additional requirements consistent with the university bylaws, the NSHE Code, and Unit mission.

5.4 Probationary Faculty

5.4.1 Probationary Period

The maximum probationary period is six years for tenure-track. Application materials for tenure must be submitted no later than the beginning of the sixth academic year as provided in these bylaws. If a tenure-track faculty member has not been awarded tenure by the end of the faculty member's sixth probationary year, the faculty member will be notified that the contract issued for the seventh academic year will be a terminal contract.

5.4.2 Probationary Credit

Tenure-track faculty may elect to receive up to a maximum of three years probationary credit for service in a faculty position at other institutions rather than receive the full six years. The faculty member's appointing documents and initial contract with the NSHE shall specify the years of prior service to be applied to the faculty member's probationary period. Any faculty member who elects to receive up to three years of probationary credit reduces the total probationary period by that amount.

5.4.3 Extension of Probationary Period

The probationary faculty member may request an extension of the probationary period. The Vice President of Health Sciences may recommend that the President approve such a request. The President may extend the probationary period in accordance with NSHE Code [3.3.1.(c) and 3.3.1.(d)]. In particular, faculty may request such an extension due to family and/or medical circumstances as specified in the Federal Family & Medical Leave Act, whether or not the faculty member takes any kind of leave.

5.4.4 Probationary Reviews of Tenure-Track Faculty

5.4.4.1 Third Year Reviews

Pursuant to UNR Bylaws, tenure-track faculty will undergo a thorough review no later than the end of the third full academic year, including a review by the Unit promotion and tenure committee, in accordance with Unit bylaws. The third year review will assess the faculty member's progress toward tenure and may be used to determine reappointment. The dean or Unit director shall forward a summary of the review to the Vice President of Health Sciences, who may consult with the Division Personnel Committee with respect to reappointment and with the Division Promotion and Tenure Committee with respect to progress made toward tenure. The faculty member's Dean or Director and the Vice President of Health Sciences shall meet with the faculty member, after which the Dean or Director will write a letter summarizing the review. The third year review shall include advisement regarding progress toward tenure and any program of improvement that must be undertaken in order to be considered for tenure at a later date.

The annual evaluations of probationary faculty thereafter will continue to include advisement regarding such progress toward tenure until tenure is granted or the probationary period ends. All such reviews shall be in writing.

5.5 Promotion

5.5.1 Tenured and Tenure-Track Faculty

Promotion to Rank III

In addition to a generally consistent overall evaluation of "excellent" or "commendable," candidates for promotion to Rank III shall have shown excellent performance in the primary area of responsibility, appropriate research, professional activities, service to the university, and evidence of continuing professional development. Regional recognition of the candidate's contributions is generally expected at this level.

Promotion to Rank IV

In addition to a generally consistent overall evaluation of "excellent" or "commendable," candidates for promotion to Rank IV shall have shown excellent performance in the primary area of responsibility, appropriate research, professional activities, service to the university, and continuing professional development. National recognition of the candidate's contributions is generally expected at this level.

5.5.2 Zero-Rank Faculty

Promotion of zero-rank faculty shall follow the process outlined in the University Bylaws Section 3.3.5. Promotion of zero-rank faculty from UNSOM shall follow the process outlined in the UNSOM Bylaws, Chapter 3.25, Subsection (4).

5.6 Termination

All faculty are subject to termination for financial exigency or curricular reasons as specified in the Code, subsections 5.4.5 through 5.4.7.