

**BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
UNIVERSITY OF NEVADA, RENO**

Approved by the College Faculty on December 13, 2022

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Part I. General Sections

1. Authorization and Scope

1.1 These Bylaws are authorized by the University of Nevada, Reno Bylaws. These Bylaws are subordinate to the Bylaws of the University and to the Code and policies of the Nevada System of Higher Education (NSHE). In the event of a conflict between these Bylaws and the NSHE Code, and/or University Bylaws, the NSHE Code and University bylaws prevail.

1.2 These Bylaws provide for the organizational and administrative structure and personnel, policies, and procedures for the faculty of the College of Education and Human Development (COEHD).

1.3 After these Bylaws are adopted, any procedures for implementation shall be in effect upon approval by the College faculty and the Dean.

2. Adoption of Bylaws

2.1. As per UNR Bylaws sections 2.1.1 and 2.3.8, approval of these Bylaws by COEHD voting faculty will be indicated by confidential paper or electronic ballot. The majority of those voting must vote in favor for adoption to proceed.

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

review by the UNR Faculty Senate;

approval by the COEHD voting faculty as described above;

approval by the Dean; and

approval by the President.

3. Amendment of Bylaws

3.1 Any member of the college faculty may propose amendments to these Bylaws by submitting the proposed amendment (and its rationale, if any) in writing to the College Senate. If a majority of the senate recommends in favor of the proposed amendment, or if a petition is signed by 25% of the college faculty, the proposed amendment should be submitted to the Dean's Office. The Dean's Office will share the proposed amendment with the college faculty. A meeting of the college faculty may then be called to discuss the recommendations. Any amendment shall be adopted upon:

review by the Faculty Senate;

approval by a two-thirds vote of the college faculty in a secret ballot as described in Sections 2.1.1 and 2.3.9 of the University Bylaws;

approval by the Dean; and

approval by the President.

The most recently approved College Bylaws, including any approved amendments, shall be forwarded to the UNR Office of the Faculty Senate and shall be posted on the COEHD website.

4. Interpretation of the Bylaws

4.1 Questions of interpretation of these Bylaws shall be directed to the College Senate, in writing, which shall review the question and forward its recommendations to the Dean. The Dean will make the final decision on questions of interpretation of the Bylaws following review of the recommendations of the College Senate.

Part II. College Organization

5. College Mission Statement

5.1 The official mission statement of the COEHD shall be posted in the UNR Course Catalog.

6. College Composition and Organization

6.1 The COEHD is composed of an administrative unit, academic departments (inclusive of collaborative academic programs), and centers.

The academic departments are Educational Studies; Educator Preparation; and Human Development, Family Science, and Counseling, hereinafter referred to as Departments.

The creation of new academic units, including academic departments and centers, will follow the procedures outlined in the University Administrative Manual (UAM), sections 6,065 and 6,517. Changes to existing academic units, including Departments and centers, will follow the procedures outlined in the UAM, sections 6,067 and 6,518.

6.2 Every academic faculty member in the COEHD on a regular contract, except temporary faculty, shall serve in an academic department, center, or administrative unit. All COEHD academic faculty who are assigned at least half time to an academic department shall be a voting member of that academic department. In accordance with section 3.1.7. of the UNR Bylaws, faculty members with a 0.50 FTE or greater in Cooperative Extension shall vote in the faculty member's tenure home. Administrative faculty members may serve in administrative units, academic departments, centers, or service units.

The Dean determines the initial assignment of faculty into academic departments, centers, or service units; the College Senate acts in an advisory capacity to the Dean regarding any changes. When changes to a faculty member's assignment are proposed, the Dean and/or College Senate will solicit feedback from the faculty member, their current unit, and their proposed new unit to determine the impact on units and affected academic programs. The Dean will consider this feedback in making the decision.

Faculty may be affiliated with more than one academic department but may only vote in the academic department in which the majority of the faculty member's FTE is designated (see section 10.1 of these Bylaws). Academic department, center, and service unit affiliation of faculty must be posted electronically and accessible to COEHD faculty and staff.

Per section 2.1.2 of the UNR Bylaws, academic departments may develop, adopt, and maintain Bylaws that shall be subordinate to and not conflict with these Bylaws, the University Bylaws, and the NSHE Code. Academic department bylaws may provide for the academic department's organizational and administrative structure, personnel policies and procedures, and/or specific procedures for recommending the selection of the academic department chair, the removal of the

academic department chair, and for providing feedback for the evaluation of the academic department chair.

Procedures for the adoption and amendment of academic department Bylaws, are described in section 2.1.2 of the UNR Bylaws. The College Senate serves as the bylaws committee for the COEHD and is responsible for reviewing proposed academic department Bylaws and subsequent amendments to ensure that there are no conflicts between what is proposed and the COEHD and UNR Bylaws.

The most recently approved academic department Bylaws, including any approved amendments, shall be forwarded to the UNR Office of the Faculty Senate and be made available to all faculty.

Centers may be included in affiliated academic department Bylaws or they may develop, adopt, and maintain bylaws of their own to provide for their organizational structure and personnel policies and procedures. Centers with their own bylaws will follow the same procedures as academic departments for adoption and amendments.

6.3 NSHE Code 1.4.9, UNR Bylaws 2.1.3, and the University Administration Manual (UAM) govern the creation, abolition, transfer, or any substantial alteration in the mission, organization, function, structure, or location of units, including academic departments and centers.

7. Administrators

7.1 DEAN. The Dean of the COEHD is the administrative and executive officer and academic leader of the College. Responsibilities and duties shall be specified by the President and the Provost. In the temporary absence of the Dean, the University President or Provost may appoint an Acting Dean. In the event that a vacancy occurs prior to the expiration of the Dean's term of office, the President may appoint an Interim or Acting Dean.

The Provost evaluates the Dean annually. The Personnel Committee is responsible for collecting faculty feedback if requested by the Provost.

7.2 ASSOCIATE DEAN(S). The Associate Dean(s), appointed by the Dean, shall assist the Dean and serve at the pleasure of the Dean. The duties of the Associate Dean(s) shall be determined by the Dean.

The Associate Dean(s) must be tenured, hold or be qualified for academic faculty status at the associate professor level or above, and may not simultaneously serve as a Department Chair.

The Dean's Office shall collect feedback annually from all COEHD faculty and staff for the evaluation of the Associate Dean(s).

7.3 DEPARTMENT CHAIRS. The Department Chair shall be responsible to the Dean for leading and managing the Department, and carrying out the missions of the College and the Department. The Chair shall also be responsible for administering and executing all policies established by, or in lieu of, the Department Bylaws. The Dean shall establish the duties and term of the Department Chair. Each Department may establish the procedures for nominating, providing feedback for the evaluation of, and recommending removal of the Department Chair. Any nominee to serve as Department Chair shall be a full-time tenured faculty member of the Department.

The Dean is responsible for the annual evaluation of the Department Chair. The Department's faculty and classified staff shall provide feedback to the Dean for this evaluation in accordance with the Department's policies and procedures, and shall consider both the Chair's role as an academic faculty member and the Chair's role as the Department administrator. This feedback shall be shared with the Chair by the Dean, and the Chair shall have the right to submit a written response to the Dean.

8. College Committees

8.1 The COEHD has standing governance committees. These committees are the

College Senate;

College Personnel Committee;

Graduate Committee;

Curriculum and Assessment Committee;

Research and Grants Committee; and

Diversity, Equity, and Inclusion Committee.

General descriptions of these committees appear in Sections 8.4 through 8.9 below.

All committees are advisory to the Dean of the College, meet a minimum of two times per semester, and with the exception of the College Personnel Committee, each standing committee shall post minutes or notes about committee activities electronically for access by all COEHD faculty and staff. All college committees operate through consensus whenever possible. In the absence of consensus, voting shall occur and Roberts Rules of Order will be followed.

Elections and appointments to standing governance committees shall occur in the spring semester to begin in the fall, and terms shall run for three consecutive academic years, unless otherwise noted below, staggered so that roughly one-third of committee members' terms expire each spring. Prior to the beginning of the academic year, each committee shall elect its own committee chair for a one-year term. Committee chairs shall rotate by Department, such that no committee is chaired by faculty from one Department two consecutive years. If a committee fails to elect its chair, then the Dean shall appoint one of the committee members to serve as chair for a one-year term.

Any member of a standing committee may be removed by a two-thirds vote of the other committee members. If an elected member of a standing committee is removed, resigns, or is otherwise unable to serve, the Chair of that member's home Department shall appoint a replacement to serve the remainder of the member's term. It is expected that removals and resignations are reserved for serious or unavoidable circumstances only. If an appointed member of a standing committee is removed, resigns, or is otherwise unable to serve, the individual who made the appointment shall appoint a replacement to serve the remainder of the member's term.

8.2 Unless otherwise stated herein, all committee deliberations and actions require a quorum consisting of a majority of the committee membership. Proxies may not be used to constitute a quorum. No committee member may vote more than one proxy.

8.3. Governance committees will forward recommendations for governance decisions, along with a rationale, to the Dean. With the exception of individual personnel recommendations, these recommendations will also be posted electronically for faculty to view. In the event the Dean does not concur with the committee's recommendation, the Dean will discuss the recommendations with the originating committee and forward the rationale to the College Senate for information purposes. With the exception of individual personnel decisions, the Dean will forward the decision and rationale back to the recommending committee.

8.3 The Dean, College Senate, or individual faculty may propose task force groups or ad hoc committees to the Dean to study and make recommendations regarding specific programs, issues, or needs in the College.

8.4 College Senate. The College Senate serves in an advisory role to the Dean and makes recommendations upon matters related to college programs, policies and functions and policies and procedures related to the rights and welfare of the faculty. The College Senate serves as the bylaws committee for the COEHD and is responsible for reviewing proposed academic department Bylaws and subsequent amendments to ensure that there are no conflicts between what is proposed and the COEHD and UNR Bylaws. The College Senate is also responsible for advising the dean on the interpretation of and amendments to the College Bylaws, as outlined in sections 3.1 and 4.1 of these Bylaws.

College Senators will be elected via confidential electronic ballot, administered by the Dean's office, to serve two-year terms. The Chair-Elect will be determined by a vote of the sitting Senators one year in advance and will serve as Chair for the following academic year.

College Senators will consist of

Two academic faculty from each Department, elected by faculty from that Department.

Three "at-large" academic faculty from any Department/center/unit, elected by academic faculty in the college.

Two administrative faculty, elected by administrative faculty in the college.

Two classified staff members, elected by classified staff in the college.

College Senate meetings shall be open to all college faculty and classified staff for observation. Meetings shall be held monthly during the fall and spring semesters, as necessary, at a time designated as mutually agreeable to all representatives. If a meeting does not need to be held due to lack of business, all college faculty and classified staff shall be informed.

8.5 College Personnel Committee. This committee shall consist of two tenured academic faculty members elected from each Department who do not concurrently serve on any other personnel committee at the Department or University level, one non-tenure-track academic faculty member elected by non-tenure-track academic faculty, and one administrative faculty member elected by administrative faculty. The Dean may appoint up to three additional faculty members to one-year renewable terms to promote faculty representation.

This committee shall be responsible for reviewing whether the annual evaluations performed by any departmental personnel committee or chair have been performed in an equitable manner and in accordance with the University, College, and Department Bylaws. This committee shall review all applications for promotion or tenure and provide an advisory vote to the Dean. Members of the committee shall only vote on such applications at the department level. The

committee shall also advise the Dean on any other matter relating to the continuing employment, tenure, promotion, or annual evaluation of any academic faculty member.

8.6. Graduate Committee. This committee is responsible for providing recommendations to the Dean concerning graduate programs in the College. It also provides leadership in defining broad policy for advanced programs in the College. This may include, but is not limited to, such issues as the role of scholarship/research, mentoring graduate students, the recruitment and retention of diverse students, program/course quality, frequency of shared course offerings, and program performance assessment.

This committee is composed of two academic faculty with graduate faculty status from each Department, elected by academic faculty from their Departments.

8.7 Curriculum and Assessment Committee. The committee is responsible for review and approval of proposed curricular changes (undergraduate, masters, and doctoral) in the College, and for advising the Dean on any matter relating to the college's course assessment, program assessment, and accreditation, as appropriate. The committee is composed of an Associate Dean, the Department Chairs, one additional academic faculty member from each Department who is elected by academic faculty members from their Department, a representative from the Advisement Center, and a representative of the Office of Clinical Experiences and Assessment.

8.8. Research and Grants Committee. This committee is responsible for reviewing policies, resources, and supports available to faculty and making recommendations on these matters to the Dean for the purpose of maximizing faculty capacity to engage in research and fulfill the mission of the College. This committee recommends distribution of College research funds and other College-level incentives, as needed, and reviews nominations and makes recommendations for College-level researcher awards.

This committee is composed of one academic faculty representative from each Department elected by academic faculty from that Department, and two administrative faculty in the College elected by administrative faculty in the College. Only faculty who have had an external grant within the past three years are eligible to serve.

8.9 Diversity, Equity, and Inclusion Committee. The role of this committee is to promote and support an inclusive and equitable climate in the College for faculty, staff, and students. This committee identifies areas of need through structured and ongoing inquiries; makes recommendations to the Dean about policy and practice as they relate to an equitable and inclusive climate; provides venues that address identified needs; and serves as a resource for students and faculty.

This committee is composed of two academic faculty from each Department, elected by academic faculty from their Department, two administrative faculty in the College, elected by administrative faculty in the College, and one classified staff member, elected by classified staff members in the College. An Associate Dean may also serve as a voting, ex officio member of this committee.

Part III. Faculty

9. Definitions of Faculty

9.1 For purposes of these Bylaws, the College faculty shall consist of all university faculty, as defined in the University Bylaws, section 2.3.2, who are assigned to the College or whose annual evaluations are the responsibility of the College. College faculty include academic and administrative faculty (see University Bylaws, section 2.3.2 and 2.3.3) (see University Bylaws, section 2.3.3). For purposes of these Bylaws, the College faculty includes the Dean and the Associate Dean(s), but excludes temporary faculty adjunct faculty, emeritus faculty, classified staff, part-time instructors on Letters of Appointment, graduate students appointed as teaching assistants or research assistants, and adjunct faculty. All College faculty on a regular contract with a 0.50 FTE or greater assigned to the College or department shall be a voting member of the College or department. Faculty members with a 0.50 FTE or greater in Cooperative Extension shall vote in the faculty member's tenure home.

Adjunct faculty are individuals who are affiliated with the College but are not paid by the College. Adjunct faculty do not have role statements and do not vote in the College.

Emeritus faculty are faculty who have been approved by the President for emeritus status. Emeritus faculty may continue to chair, co-chair, and/or serve as members on graduate advisory committees in accordance with the Graduate School's policy. They do not vote in the College.

10. Voting Rights

10.1 All members of the COEHD faculty shall have the right to a full vote on university-wide ballots and on the adoption or amendment of University Bylaws, these Bylaws, and the faculty member's respective Department Bylaws, as specified in the University Bylaws, section 3.1.7. In their Bylaws, Departments may specify other voting limitations on their members, provided that (1) any such limitation does not proscribe the right of faculty to vote on bylaws and that (2) any such limitation clearly identifies which group of faculty shall not vote on which specific matter.

11. Meetings of the Faculty

11.1 The Dean may convene a meeting of the faculty at any time during the academic year, on working days when faculty are on contract, by giving a written or electronic notice of not less than five "B contract" working days. The Dean shall convene at least two College faculty meetings each academic year. The faculty may hold additional meetings for discussion or to propose action on any matter concerning programs, policies, functions, or faculty welfare. All meetings shall be conducted in accordance with Robert's Rules of Order, latest edition. Agenda items shall be distributed to the faculty at least two working days prior to a faculty meeting. The Office of the Dean shall ensure meeting minutes are distributed to the faculty.

Meeting of the faculty may also be called by:

The Associate Dean,

A petition signed by at least 25 percent of the faculty, or

A majority vote of the College Senate.

11.2. The petition or notice of a meeting of the faculty (as per letters a through c above) will be submitted to the Dean. In the case of a matter deemed urgent by any of the parties noted in 11.1, the meeting shall occur within ten “B contract” workdays. General meetings of a non-urgent nature should provide at least one calendar months’ notice. An agenda shall be made available to all members of the College faculty and classified staff at least two working days before the meeting.

Part IV. Faculty Personnel Policies and Procedures

12. College Personnel Policies and Procedures

12.1. Personnel recommendations: The college follows the personnel policies and procedures listed in the NSHE Code, the University Bylaws, and the University Administrative Manual. Departments are responsible for the initiation of tenure, promotion, and annual evaluations for all academic faculty assigned to their departments. The burden of demonstrating that the standards for tenure have been met lie with the applicant for appointment with tenure. Evaluations for administrative faculty members are initiated by their supervisors, and shall follow the procedures in the University Administrative Manual.

12.2 Tenure: The standards for tenure are established in the NSHE Code. Tenure-track academic faculty members eligible for appointment with tenure may be considered for appointment with tenure at any time during the probationary period of employment.

12.3 Reappointment of probationary faculty: A probationary member of the faculty shall be evaluated and formally considered annually for reappointment at the department and college levels.

12.4 Third-year review of probationary faculty: A probationary member of the faculty must undergo a careful and thorough third-year review, to assess the faculty member’s progress toward tenure and, annually thereafter. The probationary faculty member shall be informed of this evaluation in writing, including the program of improvement that must be undertaken to be considered for tenure at a later date. All third-year narrative progress assessments shall be prepared by the department chair in consultation with the appropriate tenure review committee or promotion committee, if any, and shall forward the results of the review to the College Academic Personnel Committee, who shall advise the dean. Reviews shall be forwarded by the dean to the Executive Vice-President and Provost. For tenure track faculty members assigned in Cooperative Extension, the tenure home shall conduct the third year progress towards tenure and subsequent progress toward tenure reviews in accordance with the University Bylaws and these bylaws and the chair shall solicit written input from the Director of Cooperative Extension. The Dean will inform the faculty member and department chair, in writing, of the results and recommendations of the review.

12.5 Promotion of tenured and tenure-track faculty: Departments will recommend tenured and tenure-track faculty for promotion based on the following criteria:

Promotion to Associate Professor (Rank III)

A faculty member at Rank II shall be eligible for promotion to Rank III when the faculty member has established a substantial record of achievement in teaching, research, scholarly or creative and entrepreneurial work, and service. A departmental recommendation for promotion to Rank III may precede, accompany, or follow a recommendation for tenure. At minimum, promotion requires that the department's recommendation shall include an "excellent" evaluation for either teaching or research, scholarly activity, and no rankings below "satisfactory." As directed in Section 3.3.5 of the University Bylaws, departments shall follow clear and established procedures to obtain appropriate external evaluations of the faculty member's achievements.

Promotion to Professor (Rank IV)

A faculty member at Rank III shall be eligible for promotion to Rank IV when the faculty member has established a sustained record of excellence in a professional field. The record shall document appropriate research output judged significant by peers external to the University in the field; distinguished professional service; and distinction in teaching or related activities. The record may include exceptional administrative achievement as well.

12.6 Promotion of Non-tenure track faculty: Departments and College units may recommend non-tenure-track faculty for promotion based on professional responsibilities and performance expectations as specified in the faculty member's role statement. A departmental recommendation for promotion of Rank 0 faculty shall require a rating of "excellent" in their primary responsibilities (teaching or scholarly or creative work), and no rating below "satisfactory" in the other areas of responsibilities. Departments shall obtain appropriate external reviews of Rank 0 research faculty being considered for promotion. Evaluation of promotion applications shall include the following criteria:

Promotion to Rank 0(II)

A non-tenure-track faculty member in Rank 0(I) shall be eligible for promotion to Rank 0(II) when the faculty member has demonstrated professional achievement in the primary area of responsibility.

Promotion to Rank 0(III)

A non-tenure-track faculty member at Rank 0(II) shall be eligible for promotion to Rank 0(III) when the faculty member has demonstrated a substantial record of professional achievement in the primary area of responsibility.

Promotion to Rank 0(IV)

A non-tenure-track faculty member at Rank 0(III) shall be eligible for promotion to Rank 0(IV) when the faculty member has demonstrated a substantial and sustained record of achievement in the primary area of responsibility.

12.7. All personnel evaluations involving the tenure and promotion of academic faculty shall be made on the basis of the person's professional performance in meeting the responsibilities specified in the NSHE Code. Criteria and procedures for tenure are defined in the NSHE Code and UNR Bylaws. The Department Chair shall oversee the process in which faculty review and recommend candidates being considered for tenure and promotion. All tenured faculty in the Department vote for candidates being considered for tenure. All faculty within the Department at

Rank III and Rank IV vote on promotion from Rank II to Rank III. For faculty moving from Rank III to Rank IV, only faculty within the Department who have already attained the rank shall vote. The Department Chair will forward the recommendations of the faculty to the College Personnel Committee who will then make a recommendation to the Dean. Members of the College Personnel Committee shall vote only at the College committee level, and the College representative on the University Promotion and Tenure Committee shall only vote at the university committee level.

13. Faculty Responsibilities

13.1 The responsibilities of individual faculty members shall be defined in accordance with UNR Bylaws section 3.3.1 and UAM section 2,660.

14. Recruitment/Appointment

14.1 Search procedures in the College shall be in accordance with the UNR Bylaws.

The Dean will initiate an external search for faculty only with the permission of the Provost. Recommendations to the Dean for appointment of new faculty shall originate in the search committee concerned, with faculty input. The search committee will collect written feedback from the faculty attending open meetings, which shall be forwarded to the Dean. Faculty shall be notified at least one week in advance regarding open meetings. The terms and conditions of employment shall be specified in the contract in accordance with the NSHE Code. The duties and responsibilities of a member of the faculty shall be determined on the basis of specific professional responsibilities and performance objectives and role or goal statements developed pursuant to the UNR Bylaws.

Recruitment of new faculty shall be conducted by the search committee according to the procedures of the University. The final nominees of the search committee are recommended to the Dean. The Dean's final recommendation will be communicated to the search committee and submitted to the Provost.

15. Annual Evaluation

15.1 Evaluation of all faculty shall be conducted annually, according to specified professional responsibilities and performance expectations, role/goal statements, and in accordance with the provisions of the UNR Bylaws. As per UNR Bylaws section 3.3.2, all evaluations shall be conducted in accordance with principles of judicious review, here defined as careful and professional assessment of materials presented so as to insure a just and equitable recommendation.

Faculty members shall complete annual role statements (academic faculty) or goal statements (administrative faculty). They will develop revised role/goal statements in consultation with the Department Chair (or Center Director, if reporting to a Center Director) if their duties change during the year.

All personnel decisions and actions shall conform to the NSHE Code; the Bylaws of the University of Nevada, Reno; and the College Bylaws.

15.2 The Department Chair or Center Director writes the evaluation of each faculty member after consideration of the role statement (or goal statement for administrative faculty), faculty

evaluation documents, and, when applicable, may include feedback from the Department personnel committee, as stated in Departmental Bylaws or policy.

15.3. Center directors will be evaluated by their designated supervisors.

15.4 The Department Chair or Center Director shall forward the completed evaluation documents to the College Personnel Committee. The Personnel Committee shall review the evaluation determinations for fairness and consistency. The Personnel Committee shall forward evaluations with any recommended changes and their justification to the Dean.

15.5. The Dean shall review the evaluations of all faculty members in accordance with the provisions in the UNR Bylaws and shall finalize the evaluation.

16. Merit

16.1 The Dean will make recommendations for merit. According to the University of Nevada, Reno Bylaws 3.3.2, an overall evaluation of excellent or commendable shall be considered “meritorious.”

17. Reconsiderations/Grievances

17.1 The College Personnel Committee shall review requested reconsiderations of annual evaluations and merit and forward evaluations with their recommendation and justification to the Dean.