

DEPARTMENT OF ECONOMICS DEPARTMENTAL BYLAWS¹

Article 1: Department Meetings

- 1.1 There shall be not less than one Department meeting in each semester of every Fall and Spring semester.
- 1.2 Department members shall receive not less than three working days written notice of each Department meeting unless circumstances clearly demand a meeting on shorter notice. In any event, notice of Department meetings shall contain the agenda of each meeting. Only agenda items can be voted on.
- 1.3 Department meetings shall be called by the Chair as necessary or by not less than one third of the Department members.
- 1.4 More than one half of the members of the Department shall constitute a quorum, and an affirmative vote by a majority of the Department members eligible to vote shall be necessary to pass any motion (not a majority of the quorum, but a majority of the members of the Department eligible to vote). The Chair is a voting member. Members of the Department holding administrative position (UNLV Bylaws, Chapter I, Section 4.1.3) shall enter into the calculation of the majority for a given vote only in those cases where such members are eligible to vote and voting. All members of the Department can vote on all matters, excluding personnel matters such as appointments and faculty evaluation and unless specifically excluded by these Bylaws, the Bylaws of the College of Business or the University of Nevada, Las Vegas (UNLV), or the Nevada System of Higher Education (NHSE) Code.
- 1.5 A member of the Department who is unable to attend a given Department meeting may submit an absentee vote on one or more anticipated motions. Such votes must be communicated in writing to the Department Chair in advance of the Department meeting. Such absentee votes will enter the vote count when they are deemed intelligible relative to the motion being voted on.

Article 2: Department Membership and Voting Status of Members

- 2.1 Department members shall include all academic faculty members – tenured, tenure-track, and non-tenure track -- holding at least a 50-percent contract within the Department, per the UNLV Bylaws (Chapter 1, Section 4.1.1). Academic faculty members can make recommendations and may vote on all matters of educational policy that affect

¹ Original Bylaws adopted by the Department of Economics of UNLV on April 1, 1982. Amended November 15, 1985. Second amendment December 11, 1985. Third amendment November 20, 1986. Fourth amendment September 28, 1993. Fifth amendment November 20, 2009.

undergraduate programs of instruction, unless by the terms of the contract the faculty member is exclusively a member of the graduate faculty. Graduate faculty members can make recommendations and may vote on all matters of educational policy that affect graduate programs of instruction.

- 2.2 The Department's representatives on elected COB committees shall be elected at a properly called Department meeting by a majority vote of the Department voting members.

Article 3: Personnel

3.1 Vacant Positions.

- 3.1.1 The Department Chair shall advertise for personnel to fill vacancies, and all members of the Department shall be encouraged to participate in the search process.

- 3.1.2 A favorable majority vote of the Department members eligible to vote, at a properly called meeting, will be required before a candidate is invited to campus for an interview.

- 3.1.3 The Department Chair will coordinate the interviewing process while candidates are present on campus.

- 3.1.4 A favorable majority vote of the Department members eligible to vote, at a properly called meeting, shall be required before any candidate is recommended for membership in the Department. Candidates who request appointment with tenure at the time of hire must be hired in accordance with Section 3.3.6.

- 3.1.5 The Department Chair shall have the authority to hire faculty on a temporary basis (i.e., visiting lecturers) when circumstances warrant such action and after consultation with faculty.

- 3.1.6 Only Tenured or Tenure Track Department members with rank of assistant professor, associate professor or professor shall be eligible to vote on personnel matters described in Article 3.1 (UNLV Bylaws, Chapter III, Section 6).

3.2 Teaching Assignments

- 3.2.1 The teaching load for all faculty members within the Department shall be negotiated with the Department chair in compliance with the provisions and requirements of the COB Bylaws, the Department and College workload policies and UNLV Workload Assignment Policy and Guidelines (UNLV Bylaws, Chapter II, Section 3.1), and the NSHE faculty member workload policy (Title 4, Chapter III, Section 3). The Department chair shall prepare the required listing of

future course offerings required by the UNLV Faculty Course Assignment Policy in consultation with the academic faculty members of the Department.

3.2.2 The Chair will prepare the schedule of course offerings and teaching assignments in consultation with the Department and each faculty member, and in compliance with the UNLV and NSHE policies cited in Section 3.2.1. The Chair shall request a written statement from each faculty member listing the courses that person wishes to teach and the preferred dates and times. Faculty not given their first choice one semester will be given higher priority in the next. The Chair shall maintain a record of faculty not given their top choice.

3.2.3 Individuals teaching one of the large sections (expected enrollment 180) will be given credit for the teaching of two courses. Unless directed otherwise, the Chairperson shall schedule upper division and graduate classes with an expected enrollment of 60 or less students. If an upper division or graduate class is scheduled with an expected enrollment of more than 60 students, the instructor will be given credit for teaching of two courses, or assigned additional support such as graduate assistant time.

3.3 Promotion and Tenure.

3.3.1 The Department Chair will advise each Department member of procedures and deadlines relevant to his or her promotion and tenure consideration. The Department chair shall instruct each newly hired tenure-track faculty member on the anticipated requirements for tenure at the time of hire, and shall reflect, as accurately as possible, each candidate's progress toward tenure in the annual evaluations. Such instruction and evaluation should reflect the sense of the tenured faculty members of the Department.

3.3.2 A Promotion and Tenure Committees shall be formed, composed of five tenured faculty members, selected by vote of the Department for one-year terms. These Committees shall compile all tenure and promotion documentation. When the pool of candidates for promotion includes only promotions to associate professor, then tenured associate and full professors shall be eligible to serve. When the pool of candidates includes at least one candidate for promotion to full professor, then only tenured full professors shall be eligible to serve. In this latter circumstance, the size of the committee can fall below five, if there are less than five full professors in the Department.

3.3.3 All relevant information presented to the Department Chair concerning the promotion or tenure of a Department member shall be distributed to those Department faculty members eligible to vote for consideration not less than five college working days prior to the meeting during which a vote will occur on the matter.

- 3.3.4 A majority vote of the Department members eligible to vote (see section 3.3.6 for eligibility definitions), by secret ballot, at a properly called meeting, shall be required as the Department's indication of its recommendation concerning the granting of tenure or promotion in rank.
- 3.3.5 The Department's recommendation shall be reported to the Dean by the Department Chair. Any of the Committees' written documentation required shall be reviewed by the Faculty Evaluation Committee before submission to the Dean.
- 3.3.6 Only tenured faculty shall be eligible to vote on a question of tenure. Only faculty members with rank of associate and full professor shall be eligible to vote on promotions to associate professor. Only faculty members with rank of full professor shall be eligible to vote on promotions to full professor.

Article 4: Department Chair

- 4.1 The Department Chair shall be recommended by a majority vote of the Department, and shall serve for a three-year term. A chair may serve a second three-year term by a majority vote of the Department. Nominations for subsequent three-year terms will require a two-thirds vote of the Department.
- 4.2 The Department Chair may at any time be subjected to a recommendation of no confidence. Such a recommendation shall require a two-thirds vote of the Department members favoring the recommendation at a properly called meeting. Any such recommendation shall be forwarded in writing to the Dean by the Department member making the motion for the vote of no confidence.
- 4.3 In the case of a vacancy in the Chair position, an interim chair will be nominated by the Department to serve for a term not to exceed one year (UNLV Bylaws, Chapter II, Section 10.8).
- 4.4 The Chair shall be responsible for the production and distribution of minutes of Department meetings no later than five working days following a given meeting. The Chair shall also maintain a file of said minutes in the Department Office.
- 4.5 The Department chair shall make the budget, income and expenditure, of the Department available to faculty members on request, both state appropriations and "soft" money, including gifts, the SJ Hall fund, summer-school income, and research overhead.
- 4.6 The Department chair shall distribute a summary of non-confidential issues discussed during the College Executive Committee meeting. This shall take place within 5 days after any meeting.
- 4.7 The Department chair shall obtain input from the Faculty Evaluation Committee regarding nominations for the College recognitions of research, teaching, and service and for research reassignments.

Article 5: Merit Applications

- 5.1 The Department shall adopt and maintain a set of written, objective guidelines to be used in the consideration of merit pay increases. The guidelines shall be given to each faculty member, and shall conform to all College and University guidelines.
- 5.2 The Faculty Evaluation committee, composed of five tenured faculty members elected by the Department for one-year terms shall judge the merit applications presented by the faculty, and prepare a classification in accordance with the Departmental guidelines. The recommendations shall be forwarded to the Department chair and to the Department's representative on the COB Annual Evaluation and Merit Committee.

Article 6: Amendment and Suspension of the Bylaws

- 6.1 These Departmental Bylaws may be amended by a two-thirds vote of the Department faculty favoring amendment.
- 6.2 These Departmental Bylaws may be suspended by a unanimous vote of the Department faculty favoring suspension.