

University of Nevada, Las Vegas  
Department of Mathematical Sciences Bylaws  
Approved in its final form, November 4, 2005

This is the annotated version. The proposed bylaws are in black. Comments in grey are not part of the bylaws, but are meant to be informative concerning either intent, or pointing out rules that are covered by the other documents that govern us, namely Robert's Rules of Order, the CoSci bylaws, UNLV bylaws, and the Code.

## 1. Preamble

- 1.1 *Authorization.* The Department of Mathematical Sciences is an authorized administrative unit of the College of Sciences [UNLV, I.3.1.8]<sup>1</sup>. The faculty assigned to the Department are authorized to create bylaws to govern the internal operation of the Department [UNLV, I.4.4.1].
- 1.2 *Intent.* The intent of these bylaws is to facilitate the business of the Department. This document consists of procedures designed to supplement those outlined in the Nevada System of Higher Education Code, the University of Nevada, Las Vegas Bylaws, and the College of Science Bylaws.
- 1.3 *Consistency.* The Bylaws of the Department shall be in accord at all times with the provisions of the Nevada System of Higher Education Code, the University of Nevada, Las Vegas Bylaws, and the College of Science Bylaws.
- 1.4 *Procedure.* In cases of doubt as to proper procedure and when not superseded by either the Nevada System of Higher Education Code, the University of Nevada, Las Vegas Bylaws, or the College of Science Bylaws, the parliamentary authority of the Department shall be the current edition of Robert's Rules of Order Newly Revised (RONR).
- 1.5 *Interpretation.* The department faculty are the sole interpreters of these bylaws [RONR (10<sup>th</sup> ed.), p. 570, l. 16 – 29]. When necessary, clarifications or interpretations are crafted in the form of a motion at a faculty meeting. If approved, the interpretation (as worded in the motion) will be inserted in Appendix A of these bylaws. Overturning an interpretation requires the same procedure as revisions of the bylaws.
- 1.6 *Modification of the Bylaws.* Motions to amend the bylaws must appear on the agenda of a meeting of the faculty [RONR (10<sup>th</sup> ed.), p 573, l. 33 – 36]. Proposed amendments may be submitted to the Advisory Committee to make a recommendation to the department. The smaller of a two-thirds vote in a

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<sup>1</sup> [UNLV, X.y.z] indicates that the authorization derives from the UNLV Bylaws, Chapter X, Section y.z.

departmental meeting or a majority of the entire regular membership is required to adopt the amendment. [See RONR (10<sup>th</sup> ed.), Section 57, for more information.]

- 1.7 *Suspension of Bylaws.* A section of the bylaws may be suspended by a two thirds vote of the regular members, provided that the section is not designed to protect the rights of the individual, the rights of absentee members, or the rights of a minority. A successful motion to suspend the bylaws will last the duration of the meeting, unless another time limit is included in the motion. A section of the bylaws that is designed to protect the rights of the individual (e.g. Sections 2.3.2, 2.3.3 (preamble), 2.3.4, 2.3.5, 6.3.1, 6.3.2, 6.3.5, 6.3.6a, and 6.3.8a), to protect the rights of absentee members (e.g. Sections 1.6 and 4.7), or the rights of a minority (e.g. Section 2.3.2b) cannot be suspended.
- 1.8 *Policies.* Whenever a policy document is ratified by the department, the title and the date of ratification will be entered into Appendix B.

## 2 Membership and Voting

- 2.1 *Membership.* Membership of the department consists of the academic faculty assigned to the Department, as outlined in the UNLV Bylaws, I.4.2. These are all faculty, whether currently employed as administrators or not, who are tenured, tenure-track, or nontenure-track at Rank 0 [UNLV, I.4.1].
- 2.2 *Regular members.* The regular members of the department are the tenured and tenure-track academic faculty who have a majority of their duties assigned to the department, and do not have a significant reassignment to a position outside the department. Sabbatical and faculty development leaves are not considered to be reassignments outside the department. Reassignments to administrative positions (e.g. associate Dean) are considered significant.
- 2.3 *Voting.* On matters of educational policy that affect undergraduate programs of instruction, all academic faculty of the department may vote [UNLV, I.4.2.1]. On matters of educational policy that affect graduate programs of instruction, all graduate academic faculty members may vote [UNLV, I.4.2.2]. On all other issues, only the regular members may vote, unless otherwise specified in the bylaws.
  - 2.3.1 *Votes at meetings.* Votes are normally conducted by voice or a show of hands.
  - 2.3.2 *Secret ballots.* Any motion will be sent to a secret ballot upon request of any voting member. Appropriate procedures are outlined in Robert's Rules [RONR (10<sup>th</sup> ed.), p 398 – 404].
  - 2.3.3 *Elections.* Elections of officers and members of standing committees, hiring committees, or elected ad hoc committees will always be by secret ballot. Write ins are always allowed.
    - a. *Elections of officers and committee members.* To be elected, a person must receive a majority of the votes. The phrase “a majority of the votes” means “a majority of the votes cast.” By not specifying the procedure, we are deferring

to Robert's Rules, which includes a couple of procedures. The most common (?) is to run the election, and if nobody receives a majority, the balloting is repeated (several times, if necessary). The hope is that some members will change their votes. Another option is Preferential voting [RONR (10<sup>th</sup> ed.), p. 411, l. 30 – p. 413, l. 16], which is essentially choice voting with  $m = 1$ .

- b. *Ties.* In the event that an election procedure reaches an impasse, the department will decide on an appropriate procedure to break the impasse. For example, the toss of a coin. [Rev. 03/11]

2.3.4 *Votes outside of meetings.* When a vote outside of a meeting is authorized, the vote will normally be in secret and will be conducted using any appropriate method outlined in Robert's Rules (e.g. a vote by mail [RONR (10<sup>th</sup> ed.), p. 409]), or the ballot box procedure outlined in Appendix C. To pass, either a majority of the entire voting membership must approve the motion; or the measure must receive a majority of votes cast in which two thirds of the entire voting membership cast ballots. (Most of us want some sort of electronic voting, and Robert's Rules allows it, but I do not believe that we yet have the know how to implement the safe guards required by Robert's Rules. The ballot box seemed like the next best alternative. If we can create an electronic voting system with the safeguards outlined in Robert's Rules, our bylaws won't prevent its use.)

2.3.5 *Signed ballots.* A ballot that is signed or otherwise identifies the voter will be counted. A member who is out of town may therefore choose to vote by submitting a faxed signed ballot. Since a signed ballot identifies the voter, there is no reason why such a vote has to be written on an authorized ballot sheet.

*Proxies.* Proxies for departmental votes are not allowed [RONR (10<sup>th</sup> ed.), p. 414 – 415].

### 3 Officers

3.1 *Officers.* The officers of the Department are the chairperson, associate chairperson, the undergraduate coordinator, and the graduate coordinator. A person cannot concurrently hold more than one office.

3.2 *Chairperson.* Candidates for chairperson must be acceptable to the dean and the provost, and are appointed by the president in accordance with University of Nevada, Las Vegas Bylaws, II.10.8, and the Nevada System of Higher Education Code, I.1.6 (a). Candidates must be tenured and at Rank III or IV [UNLV II.10.8.2].

3.2.1 *Internal search.* A nominee will be elected by the regular members using the procedure outlined in (a) below. The winner's name will be forwarded to the dean of the College of Science as the Department nominee for chairperson. Should the department be unable to select a nominee, that result, together with a report on the steps taken by the department to select a nominee, will be forwarded to the dean of the College of Science.

- a. To be elected as the nominee for chairperson, a candidate must receive votes from a majority of the regular members of the department. Should an election not produce a nominee, another election shall be immediately conducted, and if that election is also unsuccessful, a third election shall be conducted. If a nominee has still not been selected, then the department will conduct an election outside of a meeting, as outlined in 2.3.4, wherein the threshold is again a majority of the regular members.

The hope is that, if both candidates are acceptable, then enough votes will be changed between the elections, and that a stalemate will only occur if the department is deeply divided. [Rev. 04/11]

In the event that the nominee is unacceptable to either the Dean or Provost, the department may either nominate another candidate, or make its case directly to the president [UNLV, II.10.8.c]. (This rule is expected to be adopted soon. It was passed by the faculty. It must be accepted by the president and Regents. New info: This provision has been pulled because of its connection to the provision concerning External Searches, which was nixed by the administration's lawyers (?). However, Dean's have been directed to honor this rule, though it is not yet in the UNLV bylaws.

If the department is unable to nominate a candidate acceptable to the president, the Dean may put forward a name, after consulting with the faculty of the department [UNLV, II.10.8.c].

- 3.2.2 *External search.* A search for an external chair will follow the usual procedures for hiring, with the following exception: The department must pass a motion to nominate the candidate to be their chairperson. Should the motion fail, the department will not recommend that the candidate be hired.
- 3.2.3 The term of office of a chair shall be approximately three years. See [UNLV, II.10.8.1] for more details.
- 3.2.4 A chairperson who wishes to resign is encouraged to first arrange for the election of a successor.
- 3.2.5 In the event of a vacancy in the position of Department Chairperson, the Associate Chair will assume the duties of the chairperson, and will conduct an election to select a nominee for the next chair.
  - a. If the vacancy occurs during the fall or spring semester, and there is at least 14 days before the end of finals, then the election will take place before the end of the semester or within a month of the vacancy, whichever is earlier. Otherwise, the election will take place within a month of the beginning of the next (fall or spring) semester. This provision may be suspended, as outlined in 1.7.
- 3.2.6 The president may remove the chairperson [UNLV II.10.8.4]. The regular members may seek removal of a chairperson [UNLV II.10.8.4] by requesting a special meeting of the faculty with the agenda to include only a vote of no confidence. For such a special session, the graduate coordinator will be the presiding officer. The chairperson will not attend a special session in which the agenda includes a no confidence action item. If the motion to remove the

chairperson receives a two-thirds approval by the regular members, the graduate coordinator will inform the chairperson, dean, provost, and president within 5 working days that the department has voted for the removal of the chair.

3.2.7 The department will not nominate for chairperson (as outlined in 3.2.1) a person who has just served two consecutive terms as chairperson.

3.2.8 In matters acted on by the Chairperson outside the Department which require the recommendation of the Department, it is expected that the Chairperson will represent the majority view of the Department. In cases where the Chairperson votes contrary to the majority view of the Department, or in cases where the recommendation of the Department is not accepted, it is the duty of the Chairperson to make this known to the Faculty. Such an announcement should be made at an early time by sending a memorandum.

### 3.3 *Associate chairperson.*

3.3.1 The chairperson nominates the associate chairperson. The chairperson will announce his nomination to the faculty, who will be given five working days to lodge any objections. If two regular members object, the nomination will be brought before the faculty for confirmation. Confirmation requires approval by a simple majority. Should the candidate not be confirmed, the chairperson may select another candidate or resubmit the previous candidate with additional supporting information.

3.3.2 The associate chairperson must be a tenured academic faculty member of the Department.

3.3.3 The term of office of the associate chairperson is at the discretion of the chairperson, but may not exceed eighteen months. A qualified member of the department may serve multiple terms as associate chairperson, subject to the confirmation procedure outlined in 3.3.1.

3.3.4 The associate chair will aid the chairperson in the performance of his/her duties.

### 3.4 *Undergraduate Coordinator.*

3.4.1 The Undergraduate Coordinator will be elected by the academic faculty from the regular members. The chair is free to nominate and endorse a particular candidate.

3.4.2 The term of the Undergraduate Coordinator is three years.

3.4.3 The Undergraduate Coordinator is chair of the Undergraduate Studies Committee.

3.4.4 The Undergraduate Coordinator will represent the Department on the College of Sciences Undergraduate Affairs Council. [Rev. 04/11]

### 3.5 *Graduate coordinator.*

3.5.1 The Graduate Coordinator will be elected by the graduate faculty from the graduate faculty who are regular members. The chair is free to nominate and endorse a particular candidate.

3.5.2 The term of office for the Graduate Coordinator is three years.

- 3.5.3 The Graduate Coordinator will serve as chairperson of the Graduate Studies Committee.
- 3.5.4 The Graduate Coordinator will represent the Department on the College of Sciences Graduate Council. [Rev. 04/11]

#### 4 Meetings, Agenda, Minutes, and Quorum

- 4.1 *Presiding officer.* The chairperson will be the presiding officer at meetings of the Department faculty, except where otherwise noted in these bylaws. In cases where the presiding officer cannot be in attendance, he/she will designate a regular member of the Department to be the presiding officer.
- 4.2 *Regular meeting.* Regular meetings are called by the chairperson. The chairperson shall call at least one regular meeting during each of the fall and spring semesters. The date, time, and place of each of these meetings shall be made known to all members of the faculty at least five full working days in advance of the meeting, and the agenda together with all pertinent material will be made available at least three full days in advance of the meeting. Regular meetings will not be called during the summer. During the summer, the chairperson may petition the faculty to hold a special meeting, as outlined below in 4.4.
- 4.3 *Elections meeting.* The Department Chairperson will call a meeting to conduct elections for membership on standing committees. No other items will be considered during this meeting, though a regular meeting can be scheduled to immediately follow the election meeting. The election meeting will be conducted between the 8th week and 13th week of classes during the spring semester. During this meeting, elections will be held to fill upcoming vacancies on the standing committees, and upcoming vacancies for the officers. Since a member is allowed to vote for themselves, it is inappropriate to ask anyone to leave the room during balloting.
  - 4.3.1 If desired, an election outside of a meeting may first be held, so that only a few positions will need to be filled during the election meeting. A person elected to more positions than allowed will promptly resign one or more positions so as to be in compliance with the bylaws.
  - 4.3.2 The order of elections will be as follows:
    - a. Chairperson (if necessary)
    - b. Graduate coordinator (if necessary)
    - c. Undergraduate coordinator (if necessary)
    - d. Advisory Committee
    - e. Personnel Committee
    - f. Merit Committee
    - g. Departmental representative to the College Curriculum Committee (if necessary\*\*). The representative must be a member of the graduate faculty [CoSci, 4.5]. The term is approximately one year [CoSci, 4.7].\*
    - h. Graduate Studies Committee
    - i. Undergraduate Studies Committee

- j. Assessment Committee
- k. Departmental representative to the other standing College of Science Committees (if necessary) These are (see [CoSci. 4.2 and 4.4]:
  - Personnel Committee, 3yr term. Must be tenured and “may not vote on department/school tenure and promotion decisions, nor may they serve as an advocate for a candidate for tenure and/or promotion.” [CoSci 4.2]
  - Academic Standards Committee, 1yr term.
  - Faculty Review Committee, 3yr term.
  - Research Council, 3yr term.

\*Note that a member cannot serve on more than two college standing committees [CoSci, 4.8].

\*\*If the College representative to the University Curriculum Committee is from our department, then that person is the Departmental representative to the College Curriculum Committee [CoSci, 4.5]. [Rev. 04/11, 04/13]

- 4.4 *Special meeting.* The Department may hold special meetings at any time as requested of the chairperson by petition of at least one-third of the regular members, or at the unanimous request of a standing committee. These meetings shall be publicized in the same manner prescribed for regular meetings and must be called by the chairperson within 14 calendar days of receipt of the request. The agenda for this meeting will be as stated in the petition or request. The agenda for a meeting requested by a standing committee must fall within its jurisdiction or concern the scope of its jurisdiction. The department will decide whether a particular agenda item satisfies these conditions. The chairperson may schedule a regular meeting to immediately follow the special meeting, provided the special meeting does not occur during the summer.
- 4.5 *Agenda.* For regular meetings, the presiding officer shall prepare an agenda which shall allow for the introduction of new business at each meeting and which shall accompany notification of the meeting. The presiding officer must include on the agenda any resolution directed to it by the faculty not later than the first regular meeting following the receipt of such resolution. Recommended Department meeting agenda format: announcements; action items (to include approval of the minutes of the previous meeting); guest speakers; future action items-meeting (date); general information; committee reports; new business. Meetings may be taped for the purpose of producing accurate minutes.
- 4.6 *Minutes.* A draft copy of the minutes of each Department meeting shall be distributed to each member of the Department faculty within five working days of the meeting. The minutes of the meeting must be accepted by a simple majority vote of the regular members to become official. The official minutes will be placed on record within the Department. Minutes should follow the format outlined in Robert’s Rules [RONR (10<sup>th</sup> ed.), Section 48]. The Chairperson is responsible for producing the minutes, usually by appointing a Secretary for the meeting. The Secretary can be a member of the Department or an administrative assistant.

- 4.7 *Quorum.* Two thirds of the regular members of the Department, excluding faculty not in attendance as defined in the Board of Regents handbook Title 4, Chapter 3, who are on sabbatical leave, faculty development leave, leave of absence without salary, or FMLA leave, shall constitute a quorum. [Rev. 01/09]
- 4.8 *Motions.* Approval of a motion requires a majority vote by the eligible members present, except where otherwise specified in these bylaws or in RONR. Motions to close or limit debate or to move to the previous question require a two-thirds majority of those voting members present [RONR (10<sup>th</sup> ed.), p.185, l. 13, and p. 192, l. 24].

*Procedure.* Conduct in a Departmental Meeting is governed by the current version of Robert's Rules of Order, Newly Revised.

## 5 Committees

- 5.1 *Composition.* All committees will consist of at least three regular members of the department. Officers are not eligible to serve on committees, except where otherwise noted.
- 5.2 *Duties.* Unless otherwise noted, all committees are advisory to either the Chair or the Department. The duties of a committee do not preclude a member's right to make a proposal directly to the department. The department may choose to postpone debate on the motion [RONR (10<sup>th</sup> ed.), Section 14] until after the appropriate committee has looked at it, or object to the consideration of the question [RONR (10<sup>th</sup> ed.), Section 26].
- 5.3 *Ad hoc committees.* The chair may establish ad hoc committees to facilitate the administration of the Department. The members of such committees shall be appointed by the chair. Their terms will be until their charge is complete, or the committee is dissolved by the chairperson, or the chairperson's term expires.
- 5.4 *Elected ad hoc committees.* If desired, the Chairperson may ask the department to elect the members of an ad hoc committee, following the procedures outlined in 2.3.3.b. The election of the members of the committee can be accomplished by a vote outside of a meeting.
- 5.5 *Hiring committees.* Hiring committees are composed of three elected members and two members appointed by the chair, one of which may be a faculty member from outside the department. The hiring committee will be formed no later than when the final vacancy ad is endorsed by the department. They will:
- Evaluate the completed files of qualified applicants and select finalists for interviews.
  - Submit their recommendation to the Department for their approval. (This could be a ranked list, or to not hire, etc. As with all motions, the recommendation can be amended – see 5.10.)

- 5.5.1 When a candidate is invited for an interview, their complete file (including unredacted letters of recommendation) will promptly be made available for inspection by the regular members. The chairperson's report on each search to the Dean of the College of Sciences shall contain the recommendation of the Search Committee and the result of the faculty vote.
- 5.5.2 During an academic year, a person cannot be appointed to more than one hiring committee and a person cannot serve (appointed and elected) on more than two hiring committees. This last provision may be suspended, as outlined in Section 1.7.
- 5.6 *Standing committees.* The following committees, composed of the following membership, shall be maintained. The officers cannot serve on any standing committee, except as otherwise specified. If a standing committee feels its business is excessive, they may request that the chairperson form an elected ad hoc committee to assume some of their charge. Members of the committee may nominate themselves for service on such an elected ad hoc committee. (For example, the Advisory Committee might want to request the creation of a strategic planning committee.)
- 5.6.1 *Advisory Committee.* The Advisory committee will consist of three tenured regular members. Its functions are to:
- a. The chairperson will produce the initial draft of or revisions to major policies, such as the strategic plan. Such documents will be submitted, in a timely manner, to the Advisory Committee for review and revision. The documents will be submitted, in a timely manner, by the committee to the department for their approval. (The department may amend the documents, as outlined in RONR and reiterated in 5.10. Major revisions could be sent to an elected ad hoc committee, as described above.)
  - b. Write and revise incidental policy documents (policies that are not required to exist, such as travel policies) with input from the chair. Such documents will be submitted to the department for its approval.
  - c. Propose changes to the Bylaws. (Must go to the department for their approval, as outlined elsewhere.)
  - d. Submit to the faculty for their approval, vacancy announcements for proposed recruitment [UNLV, III.15.1]. The areas should be consistent with those outlined in the Strategic Plan. (These should be prepared as part of the request for positions.)
  - e. When a position is approved by the administration, submit a final vacancy announcement to the department and recommend venues in which the ads should appear. The Offices of the Dean, Provost and Human Resources make the final approval of ads.
  - f. Review the annual budget request of the Chair and offer counsel on such budgets. Distribute the final budgetary spending to the department at the end of the academic year.
  - g. Counsel the chairperson concerning travel requests, speaker honorariums, and the distribution of other resources (e.g. software, office space).

- h. Regularly inform the department of their activity.
- 5.6.2 *Personnel.* The Personnel Committee will consist of three tenured regular members. Its functions are to:
- a. Inform all faculty of deadlines for applications for promotion and/or tenure, as well as particulars, such as content not covered in Chapter 6, and number of copies.
  - b. Inform all untenured faculty of the deadline for their mid-tenure review package, if the review will be conducted during their term or the term of the next Personnel Committee. The candidate should be given formal notice at least one month prior to the deadline.
  - c. To the best of their abilities, insure that the guidelines and procedures outlined in Chapter 6 are followed, including a timely solicitation for external references, and a timely preparation of all reports dealing with promotion, tenure, and mid-tenure review.
  - d. Provide recommendations relative to promotion and tenure.
  - e. Provide the mid-tenure report for tenure-track faculty [UNLV I.4.3.6.2]. This is now required by the UNLV Bylaws, as of 12/04.
  - f. Upon request of the Chairperson, recommend the retention or termination of untenurable faculty.
  - g. In coordination with the Dean's office, conduct an internal evaluation of the chairperson with regards to his or her role as chairperson [UNLV, III.14.3]. In the absence of any policy, the committee may decide how to gather relevant information. The committee's report cannot use any anonymous material [UNLV, III.9.3]. The report will be discussed with the chair, who may submit comments which shall become a part of the report. The final report will be distributed to the faculty and forwarded to the Dean. The deadline for this report will coincide with the deadline for annual evaluations for the faculty.
  - h. In consultation with the Chairperson or Dean, attempt to settle disputes within the department. The existence of this committee will not prevent faculty from seeking resolution outside of the department. The committee could also be used to assure skeptical faculty that they are being treated fairly. In a dispute between the chair and a faculty member, the committee could first consult the chair to see whether he/she wanted them to take it to the Dean, or try to settle it without the chair's interference.
  - i. Upon request of a faculty member, check the teaching assignments and reassignments for fairness. If a faculty member feels they have an unfair teaching assignment and cannot resolve their complaint with the chair, they may ask this committee for their opinion. If the committee finds in the faculty's favor, they will advise the chair of their opinion. However, the ultimate authority rests with the chair [UNLV, II.3.1].
- 5.6.3 *Merit.* The Merit Committee will consist of three tenured regular members and one untenured non-voting member. The role of the untenured faculty member is to add transparency to the process. The three tenured members will be

elected using the procedure outlined in 2.3.3.b. The untenured member will be elected using the procedure outlined in 2.3.3.a. The members will:

- a. Verify that claims have been adequately supported. Request additional information from the applicant, if necessary.
- b. Recommend the annual merit ranking consistent with Departmental and College guidelines.
- c. Serve on the appropriate College level merit committees.
- d. Assess and recommend revisions to the merit policy.

5.6.4 *Undergraduate Studies.* The Undergraduate Studies Committee will consist of three voting members, including the Undergraduate Coordinator, who is chair of the committee, two elected academic faculty members; and the departmental representative to the College Curriculum, who is a non-voting member, if they are not otherwise already on the committee. The Undergraduate Coordinator may excuse the representative to the College Curriculum Committee from a meeting if curriculum issues are not on the agenda for that meeting. The committee's functions are to:

- a. Select or devise a procedure to select an undergraduate representative from among the undergraduate mathematics majors. The Undergraduate Coordinator will invite the undergraduate representative to attend meetings or portions of meetings of the Undergraduate Studies committee wherein issues covered by subsections b – f or i are covered, and if appropriate, when certain issues covered by j and k are discussed. The undergraduate representative is expected to provide an undergraduate's perspective to the discussion, convey the concerns and opinions of his/her fellow students to the committee, and communicate the proceedings of the committee to his/her fellow students. The Undergraduate Coordinator may request that the undergraduate representative leave the meeting at any time.
- b. Recommend to the academic faculty the approval or rejection of proposed undergraduate programs of study.
- c. Recommend to the academic faculty the approval or rejection of proposed undergraduate courses of instruction.
- d. Recommend to the academic faculty revisions or deletions of existing undergraduate courses.
- e. Request changes in catalog information sheets having to do with clarity and precision when such changes will help to make the undergraduate catalog entries more meaningful to prospective readers.
- f. Propose and reassess the schedule of undergraduate classes to be offered over the next five years, beginning with the next academic year. Distribute the schedule to the department. In particular, this schedule should address which courses are to be offered in which semester and year.
- g. Advise undergraduate majors with respect to the program in coordination with the College Advising Center.
- h. Advise undergraduates with respect to issues concerning math courses that are not already handled by the College Advising Center.

- i. Upon request, advise the College Advising Center concerning undergraduate math courses.
  - j. Recruit undergraduates to the program.
  - k. Consider any other undergraduate curriculum related issue raised by the chairperson or a member of the department.
  - l. When appropriate, identify and/or select worthy undergraduates for awards or departmental based scholarships. [Rev. 9/11]
- 5.6.5 *Graduate Studies.* The Graduate Studies Committee will consist of five voting members, which are the Graduate Coordinator, who will serve as chair of the committee, and four elected academic graduate faculty members; and the departmental representative to the College Curriculum, who is a non-voting member, if they are not otherwise already on the committee. The Graduate Coordinator may excuse the representative to the College Curriculum Committee from a meeting if curriculum issues are not on the agenda for that meeting. The committee's functions are to:
- a. Acting consistently with the goals established by the graduate faculty, the Graduate Studies Committee will be responsible for establishing and monitoring policies to uphold the academic integrity and standards for the Department of Mathematical Sciences graduate programs.
  - b. Select or devise a procedure to select a graduate representative from among the graduate students. The Graduate Coordinator will invite the graduate representative to attend meetings or portions of meetings of the Graduate Studies committee wherein issues covered by subsections c – g are covered, and if appropriate, when certain issues covered by k are discussed. The graduate representative is expected to provide a graduate student's perspective to the discussion, convey the concerns and opinions of his/her fellow students to the committee, and communicate the proceedings of the committee to his/her fellow students. The Graduate Coordinator may request that the graduate representative leave the meeting at any time.
  - c. Recommend to the graduate academic faculty the approval or rejection of proposed graduate programs of study.
  - d. Recommend to the graduate academic faculty the approval or rejection of proposed graduate courses of instruction.
  - e. Recommend to the graduate academic faculty revisions or deletions of existing graduate courses.
  - f. Request changes in catalog information sheets having to do with clarity and precision when such changes will help to make the graduate catalog entries more meaningful to prospective readers.
  - g. Propose and reassess the schedule of graduate classes to be offered over the next five years, beginning with the next academic year. Distribute the schedule to the department. In particular, this schedule should address which courses are to be offered in which semester and year.
  - h. It is responsible for the recruitment, selection, and supervision (through the initial assignment of supervisor) of graduate students.

- i. It recommends to the Department chairperson those graduate students who should be appointed as Graduate Assistants.
  - j. Its members will evaluate the teaching skills of the Teaching Assistants. Evaluations will be in one of three formats: Satisfactory, without comments; Satisfactory with comments (including praise or concerns); or Unsatisfactory, in which case remarks are required. If an unsatisfactory rating is contemplated, the committee will schedule a classroom visit by at least one member of the committee, prior to completing the report.
  - k. Consider any other graduate curriculum or graduate student related issue raised by the chairperson or a member of the department.
  - l. When appropriate, identify and/or select worthy graduate students for awards, stipends, fellowships, etc. [Rev. 9/11]
- 5.6.6 Assessment Committee. The Assessment Committee will consist of five members: The Graduate Coordinator (non-voting), the Undergraduate Coordinator (non-voting), and three regular members. Its function is to respond to requirements of the Academic Assessment Office ([provost.unlv.edu/Assessment/](http://provost.unlv.edu/Assessment/)), as well as assessment initiatives deemed of interest to the department. These include but may not be limited to the following:
- a. Produce Annual Assessment Reports for applicable courses and department programs, as required.
  - b. Produce statements of Student Learning Outcomes for applicable courses and department programs, as required. This committee is not expected to produce learning outcomes for upper division courses, as these are the responsibility of the individual faculty.
  - c. Produce Program Assessment Plans for applicable courses and programs, as required.
  - d. Collect data, as outlined in the Program Assessment Plans (see c above).
  - e. Develop common assessments/surveys and instructor data reports for applicable courses and department programs, as required.
  - f. Perform other duties that naturally fall under the purview of the Assessment Committee, as required. [Rev, 4/13]
- 5.7 *Membership.* The faculty members of the committees shall be nominated and elected by the eligible voting faculty, except where otherwise noted above.
- 5.7.1 For the Undergraduate Studies Committee, the voting faculty is all academic faculty.
  - 5.7.2 For the Graduate Studies Committees, the voting faculty is all graduate academic faculty.
  - 5.7.3 For all other committees, the voting faculty are the regular members.
  - 5.7.4 Except where otherwise noted, a person cannot serve on more than one standing committee. This provision may be suspended, subject to the rules in 1.7.

5.8 *Committee Chairperson.* After committee membership has been determined, the Advisory, Personnel, and Merit committees shall elect a chairperson from their membership.

5.8.1 Department standing and ad hoc committee chairs will present a report of their committee's activities to the Department at least once a semester.

5.9 *Term.* The term for all standing committees shall be for approximately one-year.

5.9.1 The Personnel Committee's term begins as soon as elected (at least two weeks before the end of spring classes), and ends on June 30<sup>th</sup>, a little more than a year later. For the period between election and the beginning of the fall semester, service on this committee will be exempt from the limitations of service outlined above. (The incoming and outgoing Personnel committees might both be active at the same time.) All other committee assignments begin July 1<sup>st</sup> and end June 30<sup>th</sup>.

5.9.2 When appropriate, committees shall meet during the summer months.

5.9.3 Resignations: A resignation is, in effect, a request to be excused from a duty. Such a request must be made to the chair of the department, normally in writing. The chair may require that the resignation be made in writing.

- a. The power of accepting a resignation from an office or committee rests with the chair of the department.
- b. The chair may deny the resignation (rare), accept the resignation, or accept the resignation but require the member to fulfill his or her duties until a replacement is selected. A resignation is deemed accepted if so declared in writing, or if actions have been taken to replace the resigning member (e.g. appointment of a replacement, election of a replacement, or including election of a replacement on the agenda of a meeting).
- c. Replacements must be selected in the same manner in which the person resigning was selected. So an election must be conducted to replace a member who was elected, but a person appointed by the chair is replaced by the chair.
- d. When a replacement election is required, that election must occur during or before the next departmental meeting.
- e. A person whose resignation has not yet been accepted may withdraw his or her resignation.
- f. A person is expected to fulfill his or her duties until relieved of them by the chair. Should a departmental meeting pass after the resignation is tendered but without any action taken by the chair (neither accepting nor denying the resignation), then the member may abandon his or her duties.

From RONR (10<sup>th</sup> edition), p. 279: "If a member who has accepted an office, committee assignment, or other duty finds that he is unable to perform it, he should submit his resignation – normally in writing – to the secretary or appointing power. By doing so, he is, in effect, requesting to be excused from a duty. The chair, on reading or announcing the resignation, can assume a motion "that the resignation be accepted."

“The duties of a position must not be abandoned until a resignation has been accepted and becomes effective, or at least until there has been a reasonable opportunity for it to be accepted.” [Rev. 03/11]

- 5.9.4 A person who has resigned from a committee will not be eligible for election to any other standing committees until the start of the next Election Meeting. (This is to prevent persons from getting around the 2 and 3 membership clauses.)
- 5.9.5 If a member of the department is elected to the University Curriculum Committee, then the term of the current Departmental representative to the College Curriculum Committee will end as soon as the other member’s duties begin.

5.10 *Recommendations.* All recommendations by committees that are submitted to the department for their approval are subject to the usual rules of debate (e.g. amendment, tableing, etc.) as outlined in Robert’s Rules of Order. The (possibly amended) recommendations of the committee shall be accepted and implemented upon a majority vote at a departmental meeting.

5.11 *Reporting.* All standing and ad hoc committee reports must be distributed to the Department at least five working days prior to consideration of said report.

*Quorum.* Quorum of Department committees will be the same as quorum for a departmental meeting [RONR (10<sup>th</sup> ed.), p 336, l. 10 – 23].

5.12 *Proxies.* Committee members may delegate proxies. Delegating a proxy must be done in writing, or verbally confirmed to the chair of the committee. Proxies must satisfy the same requirements (e.g. tenured) as the member they are replacing and cannot already be members of the committee. Proxies may not be appointed to the Personnel Committee, Merit Committee, or hiring committees.

5.13 *Subcommittees.* Department committees may form subcommittees to complete their charges. With the advice and consent of the Department chairperson, subcommittees may include ex-officio, non-voting members, who bring special expertise to the issue under consideration. Elected committee members must form the majority of the membership of any subcommittee. Any recommendation of a subcommittee must receive a majority vote of the whole committee before it is forwarded to the Department for action. (Forming a subcommittee is different from splitting the duties of a committee.)

## **6 Promotion, Mid-tenure, and Tenure Procedures.**

6.1 This chapter deals with the procedures for the mid-tenure review, promotion, and tenure, and should not be construed as an expectation by the department concerning the level of achievement required of a candidate for a satisfactory mid-tenure review, or for tenure and/or promotion.

6.2 *Mid-Tenure Review Procedure.* All tenure-track faculty will undergo a mid-tenure review at the mid-point of the probationary period [UNLV, I.4.3.6.2].

- 6.2.1 The mid-tenure review package will include a vita, annual reports, and all other material thought relevant by the candidate or the Personnel Committee. The Personnel Committee will advise the candidates of their deadlines (see 5.6.2.b).
- 6.2.2 The Personnel Committee will conduct this review and bring it to the department for their approval.
- 6.2.3 The Personnel Committee will advise the Chair of their opinion of the candidate's progress toward tenure [UNLV, I.4.3.6.2].
- 6.2.4 The Chair will forward the report and the result of the faculty vote to the candidate and the Dean.
- 6.2.5 A negative report may precipitate suggestions for remediation or non-reappointment. (See [UNLV I.4.3.6.2] for more details.)
- 6.2.6 Any suggestion for remediation will include annual evaluations by the Personnel Committee, wherein the mid-tenure package is reconsidered, together with an update on accomplishments over the past year(s). (The annual evaluations here are separate from those done by the chair.)

6.3 *Tenure and Promotion Procedure.*

6.3.1 *The Promotion and/or Tenure package.* The promotion and/or tenure package should include the following:

- a. The UNLV "Recommendation for tenure and/or promotion" form.
- b. List of references.
- c. Annual reports for the evaluation period. (Since annual evaluations are part of the personnel file, it is inappropriate to ask that they be included in the package. Current UNLV policy, as reflected by the application form, is that they be included.)
- d. The mid-tenure report, if coming up for tenure.
- e. All supporting evidence.

The package should also contain the following, if applicable:

- f. Appropriate summaries of student evaluations of the candidate's teaching.
- g. Appropriate reprints and preprints.
- h. Appropriate grant applications and reports.
- i. Anything else requested by the department or the Personnel Committee.
- j. Anything else the candidate wishes to include.

The number of copies required by the candidate varies from year to year, but is normally around six or seven copies.

6.3.2 Unless otherwise allowed or specified by the Personnel Committee, the deadline for the submission of Tenure and/or Promotion Packages is July 1. Should the Personnel Committee set an earlier date, they will inform the entire department of the date well in advance of the deadline.

- 6.3.3 The Tenure and/or Promotion package can be updated as new evidence emerges, in accordance with written University Policies and College of Sciences regulations.
- 6.3.4 The Personnel Committee will promptly solicit letters of recommendation. The main point of the early deadline is so that references can reply in a timely fashion.
- 6.3.5 The Personnel Committee will prepare a preliminary report on each candidate and present this report to the candidate. The committee should set a deadline for themselves which gives the candidate adequate time to respond, the committee adequate time to craft their final report, and the department adequate time to absorb and debate the report.
- 6.3.6 The candidate shall be given 5 business days to communicate with and/or provide a written reply to the Personnel Committee.
- 6.3.7 The Personnel Committee will then complete its final report on each candidate and present a copy of the final report to the candidate.
- 6.3.8 The final report and Promotion and/or Tenure package will be made available to the regular members for their inspection for at least five full business days before the meeting in which it will be considered.
- 6.3.9 The chairperson will convene a Departmental meeting of the regular members, to be chaired by the chair of the Personnel Committee. The chairperson is not permitted to attend this meeting. [UNLV III.6.1.A].
- a. At the beginning of this meeting, a candidate who is dissatisfied with the Personnel Committee's final report may appeal to the Department in writing and/or verbally.
  - b. After the candidate has made his/her appeal, if any, the report will be submitted to the regular members for their approval (i.e. discussion, amendments, and a vote on the report). "An assembly that is to adopt an entire report which it has received can amend the report, but the text as published or recorded must not make the reporting board or committee appear to say anything different from the wording that was actually reported. For this reason, the published or recorded text should show clearly the reported version and the changes that the assembly has made --- for example, by enclosing in brackets all that was struck out and underlining or putting in italics all that was inserted and including a note explaining this notation at the beginning of the report." [RONR (10<sup>th</sup> ed.), p 492, l. 11 – 23]
  - c. Votes for promotion will be separated from votes for tenure. Both votes will be by secret ballot.
  - d. Votes for tenure will be by the tenured faculty only [UNLV, I.4.3.4].
  - e. Votes for promotion will be by the regular members.
- 6.3.10 The Personnel Committee will forward the final (amended) report to the chairperson. "The Department Chair or equivalent administrator communicates the Departmental/School recommendation in writing to the Dean." [CoSci, 5.2.3.1]
- 6.3.11 If a chairperson's recommendation to grant tenure or promotion contradicts that of the regular members, the Chairperson will provide to the regular faculty a written justification within 14 calendar days of the College of Science

deadline for personnel recommendations. The Personnel Committee will craft a response to the chair's recommendation, which will become part of their final report.

The applicant may, upon request, review all materials in his or her file at every step of the process [CoSci, 5.2.3.1]. Other pertinent details are in [UNLV, I.4.3] and [UNLV, III.16]. [Rev. 04/11]

## **7 Miscellaneous**

- 7.1 *Class schedule.* The chairperson is responsible for creating or charging a committee or officer with the creation of each semester's class schedule. The list of courses to be offered each semester should be consistent with the relevant recommendations from the Undergraduate and Graduate Studies Committee (see 5.6.4.e and 5.6.5.e) [UNLV, II.2.1]. The schedule will be shared with the department when it is forwarded to the administration for distribution to the students.
- 7.2 *Teaching assignments.* The chairperson, after consultation with the departmental faculty and the dean, will assign each faculty member specific courses [UNLV, II.3.1].
  - 7.2.1 Once created, the teaching assignments for the entire department will be distributed to the academic faculty.
  - 7.2.2 Teaching assignments, whether for the spring, summer or fall, will be distributed during the B contract period, when possible. In particular, the teaching assignments for the fall semester should be distributed to the faculty during the previous spring semester. It is recognized that such assignments must remain flexible.

**A. Interpretations of Bylaws (Currently blank)**

Approved

**B. List of Departmental Policies** (Currently blank – We have a number of policies already, but we should probably revisit these. Some documents we could probably adopt with little or no change, but we probably should go through the formality once we are out of receivership. The point of this list is informative – new members who read the bylaws will be made aware of the existence of other documents. The UNLV bylaws require the existence of some policies, such as a workload policy [UNLV III.2.1 and III.2.4], merit policy [UNLV III.10.2.2], annual evaluation procedures and criteria [UNLV III.8.1], procedures for peer evaluation for promotion and tenure [UNLV III.16.1].)

Approved

## C. Procedures:

**C.1** *Choice voting:* Ballots with all candidates will be distributed and marked as in preferential voting (that is, each voter will mark each candidate in their preferred order from 1 (first choice) to  $n$  (last choice), where  $n$  is the number of candidates running). In an election for  $m$  seats with  $T$  ballots cast, the winning threshold is the smallest whole number  $t$  greater than  $T/(m+1)$ . The ballots are first tabulated according to the first choice. If a candidate receives  $x$  votes and  $x = t$  or  $x > t$ , he or she is elected to the committee. Those ballots for which this winning candidate is the first choice are then each given the weight  $(x - t)/x$  and redistributed according to their second choices. If no candidate attains the threshold, then the candidate with the fewest ballots is eliminated, and those ballots are redistributed according to their second choice. If there is a tie for the least, then all tied candidates will be eliminated, unless by doing so results in fewer candidates than vacant positions. In this last case, the candidate eliminated is the one who last had the fewest number of votes. This procedure is repeated until  $m$  candidates are elected.

## **C.2** *Ballot Box voting:*

- a. Tellers will be appointed and announced before polls are open. The Chairperson will select the tellers, following the guidelines in RONR. [RONR (10<sup>th</sup> ed.), p. 400, l. 5 – 20.] The Tellers should be familiar with their responsibilities [RONR (10<sup>th</sup> ed.), p 400 – 404].
- a. Ballots will be distributed to the eligible faculty, together with the period(s) during which the polls will be open.
- b. An election officer or officers will be appointed by the chairperson. For this procedure, the election officer or officers will normally be one or more administrative assistant who can monitor the ballot box during the period in which the polls are open.
- c. The sealed ballot box will be in one of the departmental offices, and polls will be open during normal working hours for a minimum of three (five?) working days.
- d. Voters will show up in person to cast their ballot, or submit a signed ballot, as outlined in 2.3.5. [Rev. 04/11]
- e. After marking their ballot, the voter will fold the ballot into quarters and hand it to an election officer, who will verify (without unfolding) that there is only one ballot, and check that the voter is eligible to vote and has not already voted. The voter will then sign the roll sheet, and the election officer will deposit the ballot into the ballot box.
- f. After the polls close, the tellers will unseal the ballot box and count the votes.