

**RULES AND BYLAWS  
DEPARTMENT OF MECHANICAL ENGINEERING (ME)  
UNIVERSITY OF NEVADA, LAS VEGAS**

(Approved by the ME faculty on October 17, 2013)

**Section I – The Department Faculty- Composition and Responsibility**

- 1.1 The voting department faculty shall consist of all tenured or tenure-track persons as Lecturer (Level I), Assistant Professor (Level II), Associate Professor (Level III), and Professor (Level IV) in the department of Mechanical Engineering (ME).
- 1.2 Adjunct faculty shall consist of those individuals holding adjunct appointment in the ME department.
- 1.3 Research faculty shall consist of those individuals holding research appointments in any rank listed in 1.1.
- 1.4 Part-time faculty shall include those qualified persons who may accept part-time appointments to teach specific courses.
- 1.5 The voting department faculty, under the direction of the Chair, shall have authority over matters of ME's internal educational policy and faculty welfare.

**Section II - Purpose and Procedure of Department Faculty Meetings**

- 2.1 Purpose. The Department Faculty shall hold meetings for the purpose of receiving information and taking action on any matter of general educational policy or faculty interest.
- 2.2 Quorum. A quorum shall consist of more than one-half of the voting Department Faculty. Approval of a motion requires a majority vote of at least a quorum.
- 2.3 Presiding Officer. The Department Chair will be the presiding officer at meetings of the Department Faculty. The Chair will designate another faculty member to preside in the case of his/her absence.
- 2.4 Meetings. Meetings may be called by the Department Chair or by a request of at least one-third of the Department Faculty. Meetings shall be scheduled to avoid class conflicts.
- 2.5 Agenda. An agenda will normally be furnished for each faculty meeting. Faculty members proposing a new business should inform the other faculty members in writing of its nature at least one full working day before the meetings. If more

than three items are to be discussed, an agenda will be arranged and items taken in order.

2.6 Minutes. The Department Chair has the responsibility of distributing a copy of the minutes of each meeting of the Department to each member of the Department Faculty within a reasonable time-frame after the meeting. Such minutes shall constitute official record and notice of the official actions of the Department. Minutes will not be considered official until approved at the next faculty meeting.

2.7 Class A Actions. Actions taken by the Department faculty which substantially alter or affect Department policies regarding Department Chairmanship or Department organization shall be designated Class A actions.

2.7.1 The department faculty shall determine by simple majority of those present and voting in a Department meeting whether any action shall be designated Class A, Procedure I or Procedure II.

2.7.2 A Class A action. Procedure I, shall be submitted in writing to the Department Faculty, along with a mail ballot to be returned within a specified time limit. Ballots shall be counted in the presence of a majority of the faculty.

2.7.3 A Class A action. Procedure II, shall become effective upon approval by two-thirds of the faculty present and voting at a Departmental meeting. It shall become effective after the approval of the minutes of the meeting.

2.7.4 Approval by a two-thirds majority of the Department Faculty is required for the adoption of any Class A action.

2.8 Proxies. Proxy votes will not be allowed in Department meetings.

2.9 Secret Ballot. The call for a secret a ballot by a faculty member must be honored on any vote. A secret ballot is always used when voting for Department Chair.

2.10 Procedure. Robert's Rules of Order shall govern the conduct of Department meetings.

### **Section III - Committees**

3.1 Committees. The Department Chair shall appoint such ad hoc committees as may be required from time to time. The Department Faculty shall create standing committees as needed.

3.2 Term of Service. The term of service of a member on any standing committee shall be for a period of approximately two years. The term begins at the date of an appointment, and ends at the time of appointment of a designated successor. Members of the ad hoc committee serve until discharged by the Department

Chair.

- 3.3 Limitation of Service. No member shall simultaneously serve on more than two Department Standing Committees nor be chairperson of more than one committee unless it is impractical to be relieved of other responsibilities and the member is willing to serve.

- 3.4 Standing Committees.

The Committee consists of three or four appointed members by the Chair.

3.4.1 Curriculum Committee. This committee shall be charged with examining the undergraduate and graduate curriculum periodically for relevancy and offering issues including such factors as accreditation needs, frequency of offerings, stipulations of the Graduate College, University requirements, and any other factors affecting the curriculum. Proposed new courses will be presented to this committee before being voted on by the Department faculty.

3.4.2 Faculty Affairs Committee (FAC). The work of the Faculty Affairs Committee requires that each member be tenured. The committee deals with on faculty Promotion and Tenure along with other faculty affairs.

#### **Section IV - Personnel Policy and Procedure**

- 4.1 Selection and Appointment of Professional Personnel.

4.1.1 Recommendation for appointment to staff positions will be made by the Chair.

4.1.2 Guidelines for appointment or promotion of faculty members will be the appropriate sections of the Regents Handbook.

4.1.3 Candidates for tenure track appointments shall normally possess an earned doctorate degree in an appropriate discipline. Under extraordinary circumstances exceptions may be made provided the individual has demonstrated a high level of performance in professional scholarly and/or creative work.

4.1.4 Only tenured faculty members shall vote on the tenure of other members.

4.1.5 In cases of promotion, tenure-track faculty members of greater rank shall vote.

- 4.2 Selection of the Department Chair. The Department Chair shall be elected by a secret ballot by a majority of the Department Faculty in a Department Meeting called for this purpose. This meeting will normally be held in March, and the Chair's term will normally begin on July 1 of the same year. The Chairmanship

will be for a three-year term, with six consecutive years being the maximum, unless determined at the time of the election to be for some other period. The department recognizes that the chairperson's duties are valuable and time consuming, and recommends that a suitable fraction of the chairperson's time be allotted to them. The chairperson's teaching load shall be reduced accordingly.

### **Section V - Procedures for Approval of New and Revised Curricula**

- 5.1 Proposals at the undergraduate or graduate level for new degree programs and courses, for the deletion of existing programs or courses, and for substantial revision of existing courses of degree program requirements shall emanate from the Department Faculty. Such proposals originate with individuals. They shall be considered for adoption by the Curriculum Committee and be approved or rejected by the faculty meeting; and if approved, shall be submitted by the Chair through College channels.
- 5.2 Files shall be kept on all courses currently offered, or which have been offered since the most recent accreditation recommendation. These files shall include an outline of the course; a list of textbooks and the semester in which they were used; a syllabus, whenever available; copies of examinations, when possible; a copy of final examination and a list of grades assigned in the course. These files shall be available for review by members of the Department and to members of the evaluating team when they are accrediting the Department or any of the disciplines therein.

### **Section VI - Retention, Tenure and Promotion Issues**

- 6.1 Retention.

Retention is defined as the continued appointment of non-tenured, tenure-track faculty members. Generally satisfactory progress toward tenure has to be shown in their annual or appropriate evaluations.

  - 6.1.1 Informal considerations. Each year of the pre-tenure probationary period, except the mid-tenure year (defined below), the candidate shall submit a file listing all pertinent accomplishments to that point. These accomplishments shall be the same items that will be used for formal tenure considerations. Also, the candidate shall submit a list of tangible and realistic goals for additional pertinent accomplishments for the next year. The Department Chair shall then give feedback to the candidate in writing about his/her analysis of the candidate's record and goals as they pertain to a favorable action on tenure during the sixth year of the pre-tenure probationary period. Also, the candidate is encouraged to give an informal input to the ME faculty about their accomplishments.
  - 6.1.2 Formal considerations. In the third year of the pre-tenure probationary period, a formal evaluation of the candidate's file will be carried out (often called as 'mid-tenure evaluation'). The candidate will submit a complete file of

accomplishments to the Department Chair. At the latter's option, the file will be submitted either to the Departmental faculty as a whole, or to all tenured faculty. The committee of all tenured faculty will then evaluate the file as to whether or not appropriate progress is being made toward tenure. In doing this, trends in publications, teaching reviews, research grant/contract activity<sup>1</sup>, etc. will be noted. A brief report will then be composed by the committee and submitted to the candidate stating areas where satisfactory progress and unsatisfactory progress is being made. In areas where unsatisfactory progress is being made, explicit suggestions will be given about needed efforts to accomplish tenure at the end of the probationary period.

6.1.3 Dismissal. In exceptional cases, it may be determined that continued service of the pre-tenure candidate is not in the best interests of the University. This situation will be determined through a consultation with the candidate and a vote of all tenured professors in the Department.

## 6.2 Tenure and Promotion.

Awarding tenure and promotion shall be in accordance with the NSHE system, UNLV, and college Bylaws. The criteria listed in the College bylaws shall be the criteria for tenure and promotion. For promotion from associate professor (Level III) to full professor (Level IV), a nationally recognized research program of the candidate shall be demonstrated.

## 6.3 Appeals.

In the event there is an appeal of any department retention, promotion or tenure action, the candidate will file a formal request with the ad hoc appeals committee to consider the request. The candidate whose appeal is denied by the departmental ad hoc committee may then appeal his case to the College level appeals committee.

## **Section VII - Amendment of Bylaws**

- 7.1 Proposed amendments shall be placed on the agenda of a meeting of the Department Faculty.
- 7.2 Approval by at least two-thirds of the Department Faculty as required by Class A action is necessary for the adoption of any amendment.

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<sup>1</sup> A key aspect in evaluating research contracts/grants will be the competitiveness nature of them.