

Philosophy Department Bylaws  
(Adopted 1986; revised 1989; edited 1990;  
amended 1993, 1995, 2000, 2001, 2002, 2003, 2004)

Article 1 Department Relationships to Other University Units

1.1 The Departmental Bylaws and the day to day operations of the Department of Philosophy are subordinate to the Bylaws of the College of Liberal Arts, the Bylaws of the University of Nevada, Las Vegas, and the University of Nevada System Code, as well as the administrative practice or decisions of the Board of Regents. In the event of any conflict, the Bylaws of the University of Nevada, Las Vegas, and the University of Nevada System Code shall control (UNS Code 1.3.4).

Article 2 Faculty Voting Rights

2.1 Each tenure-track faculty member who is under a full-time professional contract and employed by UNLV within the Department will have full membership in the Department and will have one vote in Departmental affairs.

2.2 Only faculty members who have tenure in the Department shall be able to vote on matters of promotion and tenure.

2.3 Those who hold a full-time lectureship, a visiting professorial appointment, or a terminal appointment shall be able to vote only on matters involving the period for which they are appointed.

2.4 Those who hold a full-time lectureship or a visiting professorial appointment, if employed as such by the Department for six consecutive years, will have full membership in the department and will have one vote in all departmental affairs, except for matters of promotion and tenure.

Article 3 Responsibilities of the faculty

3.1 The faculty of the Department have the responsibility for making recommendations on the following:

- a. Departmental teaching, curriculum and programs.
- b. Departmental funding requests.
- c. Allocation and expenditure priorities within the Departmental budget after funding by the College of Liberal Arts.
- d. Hiring, retention, promotion, and tenure of faculty members.
- e. College and University matters which affect the Department.

3.2 The faculty shall elect the Chairperson of the Department.

Article 4 Election of the Chairperson of the Department

4.1 The term of office for the Chairperson shall be three (3) years.

4.2 A Chairperson may be re-elected.

4.3 The newly elected Chairperson shall assume office on the last day of the fiscal year (June 30).

4.4 The election of a Chairperson shall be held at the last departmental meeting of the Fall semester prior to the date when the term of office expires. The election shall require a two-thirds vote of the Departmental Faculty.

4.5 The Chairperson may be recalled by a two-thirds vote of the faculty.

Article 5 Responsibilities of the Chairperson

- 5.1 The Chairperson shall serve as the Administrator for the Department.
- 5.2 The Chairperson or his/her designee shall represent and be the spokesperson for the Department on college and university matters.
- 5.3 The Chairperson or his/her designee shall conduct all departmental meetings.
- 5.4 The Chairperson shall give due consideration to the recommendations of the faculty relating to the areas in Article 3.1 a.b.c.d.e.
- 5.5 The Chairperson of the Department shall specify any division of opinion in the Department when forwarding to the Administration the Chairperson's recommendations concerning the issues specified in Article 3 of these Bylaws.

Article 6 Decision Making

- 6.1 A majority of the faculty will constitute a quorum to conduct departmental business.

Article 7 Proxy Representation

- 7.1 A faculty member who must miss a meeting shall have the option of giving a written proxy to another faculty member in the Department.
- 7.2 Any faculty member shall hold a maximum of one proxy vote.
- 7.3 Not more than one third of the Departmental faculty may be represented by proxy at any departmental meeting.

Article 8 Standing Committees

- 8.1 The Department may organize standing committees to conduct business and review issues relating to the Department.
- 8.2 The Department shall appoint or elect each year a standing committee charged with the initiation and supervision of the process of conferring the Award for Excellence in Philosophy, as well as other available student awards and nominations (such as the Alumni Recognition Luncheon, the Alumni Rotating Scholarship, and the nomination for the VISTA Group Award).

Article 9 Departmental Meetings

- 9.1 The Department shall meet at least once each semester.
- 9.2 Meetings of the Department may be called either by the Chairperson or any two faculty members in a written request to the Chair.
- 9.3 The Chairperson shall, except when precluded by extraordinary circumstances, announce in writing the time, place and agenda of department meetings at least four (4) working days prior to the scheduled meeting.
- 9.4 Each year the Department shall elect a secretary from its members to take the minutes of its meetings. The minutes of each meeting shall be distributed to the department within five (5) working days after the meeting.

Article 10 Parliamentary Authority

10.1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the department in all cases in which they are consistent with the College Bylaws, University Code, decisions of the Board of Regents, these Bylaws and any special rule of order of the department may adopt.

Article 11 Revision of the Bylaws

11.1 The Bylaws may be changed at any departmental meetings by a two-thirds majority vote provided that the proposed changes have been submitted in writing to the Chairperson for appropriate action at least ten (10) working days prior to the meeting. Such changes must be transmitted to all departmental faculty at least five (5) working days prior to the meeting.

Article 12 Annual Evaluation of Faculty Members

12.1 Criteria and procedures for faculty evaluations shall be implemented in accordance with UNLV Bylaws.

Article 13 Merit Award Procedure

13.1 The Chairperson shall review the merit applications and supporting documentation submitted by the faculty and recommend awards, if any, in accordance with the criteria set forth by the College of Liberal Arts.

Article 14 Promotion and Tenure Procedure

14.1 The Promotion and Tenure Committee, consisting of the tenured members of the Department, shall review applications for promotion and tenure and shall forward a recommendation to the Chairperson. The Chairperson shall conduct his or her own review of the applications and, taking into consideration the recommendation of the Committee, shall forward a recommendation to the Dean. Both the Committee and the Chairperson shall use the criteria set forth by the UNLV Bylaws.

14.2 The Chairperson shall solicit the requisite external letters for promotion and tenure from external reviewers in accordance with the written procedures of the Department and in accordance with the College and UNLV Bylaws.