

Rules and Bylaws  
Department of Physics and Astronomy  
University of Nevada, Las Vegas

Section I - Department Voting Faculty

- 1.1 Composition. The Department Voting Faculty shall consist of all persons holding a 50% or more contract with the Nevada System of Higher Education as a tenured or tenure-track faculty or a faculty in residence in the Department of Physics and Astronomy.

Section II - Procedures of Department Meetings

- 2.1 Quorum. A quorum shall consist of two-thirds or more of the Department Voting Faculty as defined in 1.1, including proxies. Approval of a motion requires a majority vote of the Department Voting Faculty present and by proxy.
- 2.2 Presiding Officer. The Department Chair will be the presiding officer at Department meetings. In the Department Chair's absence, the Department Chair will have designated another faculty member to preside.
- 2.3 Meetings. A regular Department meeting shall be held before classes commence each semester. Other meetings will be called by the Department Chair at least once a month or by a request of at least one-third of the Department Voting Faculty. A meeting called by the Department Voting Faculty must be held within five working days of the request. All faculty members will be notified of a Department meeting; the notification must be given at least three working days prior to the meeting except for matters related to new professional appointments. Meetings will be scheduled to avoid class conflicts.
- 2.4 Agenda. Faculty members proposing new business should inform the other faculty members in writing of its nature at least one full working day before the meeting. If more than three items are to be discussed, an agenda will be arranged and items taken in order. All agenda items must be discussed.
- 2.5 Minutes. The Department Chair has the responsibility of arranging to prepare and to distribute a copy of the minutes of each Department meeting to the Department Voting Faculty within one week after the meeting. When accepted such minutes shall constitute the official record and notice of the actions of the Department. Minutes will not be official until approved at the next Department meeting.
- 2.6 Class A Actions. Actions taken by the Department which substantially alter or affect Department policy, governance, or organization may be designated Class A Actions.

- 2.6.1 The Department Voting Faculty shall determine by a simple majority of those voting in a Department meeting whether any action shall be designated Class A.
- 2.6.2 A Class A Action shall be submitted in writing to the Department Voting Faculty, along with a secret ballot to be returned within a specified time limit. Ballots shall be counted in the presence of a majority of the Department Voting Faculty.
- 2.6.3 Approval by a majority of the Department Voting Faculty is required to adopt any Class A Action, except as provided elsewhere in these Bylaws.
- 2.7 Secret Ballot. A secret ballot shall be used on any vote upon the request of any Department Voting Faculty.

### Section III – Department Personnel Policy and Procedures

- 3.1 Selection and Appointment of Professional Personnel. Recommendations for appointment to faculty and other professional staff positions by the Department Chair shall require the approval of a majority of the Department Voting Faculty in a Department meeting.
- 3.2 Personnel Committees. Each candidate for tenure and/or promotion shall have a Personnel Committee that consists of all the Department Voting Faculty and an outside member who is a permanent faculty member from another department in the College, except the candidate, the Department Chair, any Dean or Associate Dean of the College, and any higher University administrator. This committee decides the Department's tenure and/or promotion recommendations to the Department Chair and the Dean of the College.
  - 3.2.1 The outside member of the committee, recommended by the candidate, must be tenured in case of tenure consideration, and will have the option of being a full voting member or a non-voting member.
  - 3.2.2 The Chair of the Personnel Committee shall be a voting member of the committee, suggested by the candidate during the Spring semester prior to the academic year when tenure and/or promotion are to be considered.
- 3.3 Guidelines for Promotion or Granting of Tenure. Guidelines shall be consistent with the Nevada System of Higher Education Code, Chapter 3, and with UNLV Bylaws, Chapter III, Sections 6 and 16, and with the College of Sciences Bylaws,

Sections 4.2 and 5.2.2 through 5.2.3.1.

3.3.1 Pre-tenure Review. In preparing annual evaluations for tenure-track faculty, the Department Chair shall meet with the tenured faculty of the Department and incorporate into the annual evaluation the sense of the tenured faculty on the progress of the candidate toward tenure and promotion.

3.3.2 Granting of Tenure Consideration Procedure. The procedure for granting of tenure consideration shall be as follows:

- A. The candidate will submit a tenure statement to the Chair of the Personnel Committee regarding his or her role in the Department, past, present, and future. The candidate will also submit a resume and any other supporting documents he or she deems appropriate. Typical documentation consists of course evaluations, annual evaluations, proposals, and scholarly publications.
- B. Before July 1 of the year when tenure is to be considered, the Chair of the Personnel Committee shall request from the candidate a list of four outside reviewers who are in a position to provide objective external evaluation of the candidate's contributions to the profession. The Chair of the Personnel Committee will write to at least two of these outside reviewers and to at least two additional outside reviewers recommended by the Personnel Committee but not suggested by the candidate, after having solicited their verbal agreement to participate in the proceedings, requesting written recommendations about the candidate and his or her work. All reviews received shall become part of the tenure file.
- C. All the above material will be circulated to all members of the Personnel Committee. The candidate will be present at the first meeting of the committee, after the circulation of the tenure file. This meeting will give the committee and the candidate an opportunity to elaborate and to clarify the information in the file. Subsequent meetings will be held without the candidate to discuss his or her suitability for tenure.
- D. Voting shall be by secret ballot at the last meeting. Only tenured members shall vote. After the voting, the Chair of the Personnel Committee shall write a report to the Department Chair and the Dean of the College. A recommendation for granting of tenure shall require a majority vote of support. The report to the

Department Chair and the Dean of the College will include the names of the participating committee members and a summary of the discussion along with the final vote.

3.3.3 Promotion to Associate Professor Rank Procedure. The procedure for promotion consideration shall be as follows:

A. The candidate will submit a promotion statement to the Chair of the Personnel Committee regarding his or her role in the Department, past, present, and future. The candidate will also submit a resume and any other supporting documents he or she deems appropriate. Typical documentation consists of course evaluations, annual evaluations, proposals, and scholarly publications.

B. Before July 1 of the year when promotion is to be considered, the Chair of the Personnel Committee shall request from the candidate a list of four outside reviewers who are in a position to provide objective external evaluation of the candidate's contributions to the profession. The Chair of the Personnel Committee will write to at least two of these outside reviewers and to at least two additional outside reviewers recommended by the Personnel Committee but not suggested by the candidate, after having solicited their verbal agreement to participate in the proceedings, requesting written recommendations about the candidate and his or her work. All reviews received shall become part of the promotion file.

C. All the above material will be circulated to all members of the Personnel Committee. The candidate will be present at the first meeting of the committee, after the circulation of the promotion file. This meeting will give the committee and the candidate an opportunity to elaborate and clarify the information in the file. Subsequent meetings will be held without the candidate to discuss his or her suitability for promotion.

D. Voting shall be by secret ballot at the last meeting, after which the Chair of the Personnel Committee shall write a report to the Department Chair and the Dean of the College. A recommendation for promotion shall require a majority vote of support. The report to the Department Chair and the Dean of the College will include the names of the participating committee members and a summary

of the discussion along with the final vote.

3.3.4 Promotion to Professor Rank Procedure. The procedure for promotion consideration shall be as follows:

A. The candidate will submit a promotion statement to the Chair of the Personnel Committee regarding his or her role in the Department, past, present, and future. The candidate will also submit a resume and any other supporting documents he or she deems appropriate. Typical documentation consists of course evaluations, annual evaluations, proposals, and scholarly publications.

B. Before July 1 of the year when promotion is to be considered, the Chair of the Personnel Committee shall request from the candidate a list of four outside reviewers who are in a position to provide objective external evaluation of the candidate's contributions to the profession. The Chair of the Personnel Committee will write to at least two of these outside reviewers and to at least two additional outside reviewers recommended by the Personnel Committee but not suggested by the candidate, after having solicited their verbal agreement to participate in the proceedings, requesting written recommendations about the candidate and his or her work. All reviews received shall be part of the promotion file.

C. The Chair of the Personnel Committee shall call a preliminary meeting to discuss the candidate's request for promotion within one month of receiving the promotion statement from the candidate. All the material submitted by the candidate will be available to the members of the Personnel Committee; the candidate will not be present at this meeting. The committee will vote on the appropriateness of the candidate's request for promotion and the Chair of the Personnel Committee will inform the candidate of the vote. The promotion procedure will continue if a two-thirds majority or more of the committee supports the candidate or if the candidate requests in writing that the process go forward.

D. All the above material will be circulated to all members of the Personnel Committee. The candidate will be present at the first meeting of the committee, after the circulation of the promotion file. This meeting will give the committee and the candidate an opportunity to elaborate and clarify the information in the file. Subsequent meetings will be held without the candidate to discuss his or her suitability for promotion.





- E. Voting shall be by secret ballot at the last meeting, after which the Chair of the Personnel Committee shall write a report to the Department Chair and the Dean of the College. A recommendation for promotion shall require a majority vote of support. The report to the Department Chair and the Dean of the College will include the names of the participating committee members and a summary of the discussion along with the final vote.
- 3.4 Department Chair. The election of a Department Chair will be by a Class A Action vote of the Department Voting Faculty. This election will be held during the final academic semester of the current Department Chair's term.
- 3.4.1 A candidate for Department Chair must be a tenured member of the Department Voting Faculty.
  - 3.4.2 The Department Chair's term of office will be three (3) years, with the possibility of renewal.
  - 3.4.3 A Department Chair can be removed at any time by a Class A Action vote of the Department Voting Faculty. The removal will become effective upon the election of a new chair. The new chair will fill the remaining term of the previous chair.
- 3.5 Department Associate Chair. The appointment of a Department Associate Chair requires nomination by Department Chair or Department Chair Elect and approval of the Department Voting Faculty.
- 3.5.1 A candidate for Department Associate Chair must be a tenured member of the Department Voting Faculty.
  - 3.5.2 The Department Associate Chair's term of office will be coincident with the term of Department Chair.
  - 3.5.3 A Department Associate Chair can be removed from office at any time by Department Chair with a formal notice to the Department Voting Faculty.

#### Section IV - Amendment or Suspension of Bylaws

- 4.1 Amendment of Bylaws. Approval by at least two-thirds of the Department Voting Faculty in a Class A Action is necessary for the adoption of any amendment to these Bylaws.

4.2 Suspension of Bylaws. Suspension for a specific purpose of any procedural clause may be accomplished at any Department meeting at which there is a  
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quorum by a unanimous vote of the Department Voting Faculty present and by proxy.

Adopted October 6, 1981  
Amended May 23, 1984  
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Amended October 24, 1991

Amended April 23, 1998 (Section 3.4.1)

Amended August 22, 2008 (Sections 2.1, 3.2, and 3.3)

Amended November 30, 2010 (Sections 3.4.1 and 3.5)