

Chapter 1. Organization of the College

1. Preamble

1.1. The William F. Harrah College of Hospitality is a student and research focused academic environment committed to developing leaders while advancing through research and service the hospitality profession. [1] (amended 03/28/2014)

2. Dean's Office

2.1. Recruitment and Screening of the Dean.

The college faculty shall elect 6 faculty members to serve on the Dean Recruitment and Screening Committee. The selection of candidates will be by nomination through an electronic announcement and call for candidates. Candidates will be contacted by the current Executive Associate Dean for Academic Affairs to confirm their willingness to serve. An election will be conducted through the office of the Dean using electronic methods and/or in-person ballots. A member of the Bylaws Committee and a Faculty Senator, not on the ballot, shall count the ballots and announce the college representatives to the committee. [15](see UNLV Bylaws, Ch. II, Sec. 10.5.1)(amended 03/28/2014)

2.2. Removal of the Dean. At the formal request of 2/3 of the voting faculty members (see chapter 2 section 3, "Voting"), removal of the Dean shall be considered by the Provost and the President. [17]

2.3. Appointment of an Interim Dean. [16]
In the event that the office of the Dean is vacated, an interim Dean shall be selected from the college faculty under the

following conditions. (see UNLV Bylaws, Ch. II, Sec. 10.5.1)

2.3.1. There shall be a call for nomination from the college faculty.

2.3.2. An election shall be held to determine the majority winner. If there are more than two candidates, a run-off election shall be held if one of the candidates does not secure a simple majority.

2.3.3. The winner's name shall be forwarded to the Provost for consideration.

2.4. Duties and Responsibilities of the Dean.

Duties and responsibilities of the Dean are determined by the Vice-President for Academic Affairs and Provost. The Dean will provide, upon request, his duties and responsibilities to the faculty. [18](amended 03/28/2014)

2.5. Assessment of the Dean. A periodic assessment of college administrators by academic faculty and nonacademic faculty who report directly to the administrators will be held at least once every three years. An assessment of the administrators' performance of assigned duties within the standards of effectiveness and efficiency will be included as will an assessment of the level of confidence in which the administrator is held. [19](see UNLV Bylaws Ch. III, Section 14.3) (amended 03/28/2014)

2.6. Administrative Officers. The chief administrative officer of the College is the Dean. The Dean identifies administrative positions required to complete staffing of the Dean's office. The college associate administrative officer shall be the Executive Associate Dean for Academic Affairs (EADAA). [14](amended 03/28/2014)

2.7. Duties and Responsibilities of Vice/Associate /Assistant Deans and other academic administrative officers. Duties and responsibilities of vice, associate and

assistant deans and other academic administrative officers will be provided by the Dean upon request. [21](amended 03/28/2014)

2.8. Consultation with Faculty on Vice/Associate/Assistant Dean Appointments. The Dean of the college has the authority to appoint additional administrative officers only after consulting with a cross-section of the College faculty. [20] (see UNLV Bylaws, Ch. II, Sec. 10.8) (amended 03/28/2014)

3. Organizational Units

3.1. The William F. Harrah College of Hospitality consists of the Hospitality Management Department; the Resort, Gaming, and Golf Management Department; and the Food & Beverage and Event Management Department. [10](amended 03/28/2014; 12/06/2019).

3.2. Proposals for Reorganization. Proposals for college reorganization or change of structure require a two-thirds majority vote of those eligible to vote. The results shall be forwarded to the Dean for evaluation. The Dean shall forward the proposal with the vote and their evaluation to the Provost for consideration.[13] (amended 03/28/2014; 12/06/2019)

3.3. New departments may be formed in the college with the approval of two thirds of those eligible to vote. [11](repealed 03/28/2014)(approved 12/06/2019)

3.4. Departments may be split, eliminated, or consolidated by two thirds vote of those eligible to vote in the department or departments concerned, and two thirds vote of those eligible to vote in the college. [12] (repealed 03/28/2014)(approved

12/06/2019).

4. Department Chairs

4.1. The method by which department chairpersons are nominated, selected, and removed shall be determined by the respective department bylaws. Candidates for chairs must be tenured and acceptable to the Dean. [23] (repealed 03/28/2014) (approved 12/06/2019)

4.2. The length of the chairperson's term shall not exceed 3 years, but there are no term limits. [24] (repealed 03/28/2014) (approved 12/06/2019)

4.3. The chairperson may be removed from office by the Dean or the department faculty in accordance with department bylaws. [25] (repealed 03/28/2014) (approved 12/06/2019)

5. College Faculty Meetings. [57]

5.1. Faculty shall hold at least one meeting per academic term. An agenda of the faculty meeting shall be published at least one calendar week prior to the meeting. Any faculty member can introduce a topic onto the agenda.

5.2. Faculty who wish to introduce new or old business at the meeting should consult with their department chair at least two weeks prior to the publication of the agenda.

5.3. The authorized parliamentary procedure to be used at the faculty meetings will be Robert's Rules of Order.

5.4. Voting in faculty meetings shall be by hand or voice except that sensitive issues shall be by secret ballot. Any faculty member can identify any issue as being sensitive.

Chapter 2. Policies and Procedures: Faculty

1. Faculty Governance

- 1.1. The college faculty, under the direction of the Dean, shall govern matters of internal educational policy, including faculty welfare. [53] (approved 03/28/2014)(see chapter 4 section 5)

2. College Membership

- 2.1. Each faculty member under contract to the university system, the majority of whose university workload is in the William F. Harrah College of Hospitality, shall be considered a member of the college. [26] (amended 12/06/2019)

3. Voting

- 3.1. Each member of the college, excluding part-time instructors and visiting faculty, shall have one vote. [28](amended 12/06/2019)

4. College Bylaws [29]

- 4.1. These bylaws shall be the primary governing document of the college. Nothing in the document shall in any way countermand either UNLV's bylaws, or the NSHE code.
- 4.2. These bylaws may be amended by secret ballot election in or outside a faculty meeting, with the approval of two thirds of those eligible to vote. (amended 12/06/2019)
- 4.3. Proposed amendments to these bylaws shall be distributed to the faculty by the college Bylaws Committee no less than two weeks before a vote is taken. (amended 12/06/2019)
- 4.4. Amendments to these bylaws may not be proposed, nor may a vote be taken on any amendment to the

bylaws, outside Fall or Spring semester. (amended 12/06/2019)

- 4.5. The individual departments shall establish their own amendment procedures for their department bylaws. (amended 12/06/2019)

5. Terminal Degree Defined [71]

- 5.1. Faculty hired before 09/01/86 that hold at least a master's degree, or who subsequently earn that degree, will be considered to have a terminal degree.
- 5.2. For all faculty hired after 09/01/86, the terminal degree is defined as:
 - 5.2.1. A doctorate from an accredited university with either industry or teaching experience, or
 - 5.2.2. A master's degree with industry experience; the length and breadth of that experience will be evaluated in conjunction with appropriate professional certificates. Teaching experience will be counted, but will not replace professional experience.
- 5.3. On rare occasions, individuals with less than a master's degree will be considered for faculty positions because of their unique and significant industry experiences. Appointment of such persons will be done with the advice of the appropriate search committee and the approval of the Dean and the Provost.

6. Promotion and Tenure [79-80]

6.1. Tenure

Normally, College of Hospitality faculty receive tenure consideration during their sixth year of probationary appointment, but up to three years of credit may be given to faculty who have held appointments at other colleges and universities. Faculty members with well-

established careers may also be tenured at the time of initial appointment provided they: (1) meet the basic college and UNLV standards for tenure; (2) are recommended by a vote of those eligible to vote on tenure decisions according to the bylaws of the appropriate department; (3) receive written recommendations from the department chair, the Dean of the college, the Provost, and the president of the university. The faculty vote shall be by secret ballot and will be conducted by the department secretary. The award of tenure is contingent upon formal approval by the NSHE Board of Regents.

6.1.1. Academic faculty members

occupying administrative positions may be tenured at the time of initial appointment but only in the capacity of academic faculty, provided they: (1) meet the basic college and UNLV standards for tenure; (2) are recommended by a vote of those eligible to vote on tenure decisions according to the bylaws of the appropriate department; (3) receive written recommendations from the department chair, the Dean of the college, the Provost, and the President of the university. The faculty vote shall be by secret ballot and will be conducted by the department secretary. The award of tenure is contingent upon formal approval by the NSHE Board of Regents.

6.1.2. Faculty who have credit toward their probationary service may elect to postpone their tenure consideration for up to six years, but all tenure track faculty must be evaluated during their sixth year appointment.

6.1.3. Tenure recommendations are made by department tenure committees to the department chair.

6.1.4. The recommendations of both the department tenure committee and the department chair are then communicated in writing to the college Promotion and Tenure Committee who then makes a recommendation on the candidate. The recommendations of both tenure and promotion committees and the department chair's recommendation are then communicated to the Dean in writing. The Dean then makes a recommendation to the office of the Provost who provides the Academic Freedom, Tenure and Promotion Committee with a tenure recommendation.

6.1.5. In tenure recommendations, overall ratings will range across a four-point scale as specified in the UNLV Bylaws Ch. III, section 8.2 and NSHE Code Section 3.4.2.1(b).

6.1.6. Faculty will receive written notice of a tenure recommendation within five working days after a decision is reached by the respective committee, department chair, and the Dean.

6.1.7. Faculty members who receive a negative tenure recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee and at the university level to the Faculty Senate Appeals Committee (UNLV Bylaws, Ch. III, section 16.7).

6.2. Promotion

6.2.1. A faculty member may apply for promotion when s/he meets the college and university's guidelines for promotion as defined in these bylaws and the UNLV Bylaws (Chapter III, Section 16).

Promotion recommendations are made by the department's promotion committees to the department chair, who then makes a recommendation on the candidate. The recommendations and supporting documentation is then communicated in writing to the College Promotion and Tenure Committee who then makes their recommendation on the candidate. The recommendations from both the department and college committees and the department chair's recommendation are then communicated in writing to the Dean. The Dean then makes a recommendation to the office of the Provost who provides the Tenure and Promotion Committee with a promotion recommendation.

6.2.2. Faculty will receive written notice of a promotion recommendation within five working days after a decision is reached by the committee, department chair and the Dean.

6.2.3. Faculty members who receive a negative promotion recommendation may appeal at the college level to the Faculty and Student Appeals and Grievance Committee and at the university level to the Faculty Senate Appeals Committee (UNLV Bylaws, Ch. III, section 16).

6.3. Detailed Promotion and Tenure Guidelines are prescribed in Chapter 4 section 9)(approved 10/27/2015)

7. Annual Faculty Evaluation [76]

7.1. Effect. The annual evaluation serves as a summative evaluation for the faculty member and, as such, has a direct effect upon merit, and may affect promotion and tenure considerations.

7.2. Peer Evaluation. Each faculty member may compile an annual peer evaluation file that contains materials that the faculty member considers to be pertinent to the matter being evaluated as outlined in the UNLV Bylaws, Ch. III, section 8.4. The department and college shall use this file and other sources of information in their review of the faculty member.

7.3. Evaluation Criteria. Each department shall establish written criteria on which a faculty member is to be evaluated and may also establish any standing or ad hoc committees to assist the department chair during the annual evaluation process.

7.4. Unsatisfactory Evaluation. Any faculty member whose performance falls below minimum department and college standards must be given an unsatisfactory rating as specified in the university bylaws (Ch. III, section 8.2).

7.5. Annual Evaluation. The department chair shall write an annual evaluation of the faculty member. If the annual evaluation identifies unsatisfactory performance, a proposed remedial course of action and a time limit for improvement shall be provided to the faculty member as suggested in UNLV's Bylaws, Ch. III, section 8.3.

7.6. Creation of a Peer Review Committee for Annual Evaluation

7.6.1. In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation to the Chair or may request the formation of a Peer Evaluation Committee to conduct a

separate annual evaluation. In acting on such a request, the Dean shall nominate five tenured members of the UNLV faculty who, in the Dean's opinion, are peers of the faculty member and have agreed to serve. Typically, four of these will be from the College of Hospitality and one from another college.

- 7.6.2. The Dean shall designate the chairperson and specify the date by which the peer evaluation is to be complete. The charge to the committee shall be as stated in the UNLV Bylaws. The Peer Evaluation Committee must consider all materials submitted to it. All provisions of the UNLV Bylaws apply as do all provisions of applicable federal privacy acts. Where department and College Bylaws give guidance, they shall be considered.

8. Workload Policy Authorization [75]

- 8.1. As prescribed in Ch. III, section 2.4 of the UNLV Bylaws, each faculty member is to meet with the department chair once per annum (typically in the fall semester) to discuss the faculty member's professional responsibilities and performance expectations for that year.
- 8.2. The faculty member should also be apprised of the relative weight of each professional assignment to their annual evaluation.
- 8.3. After the meeting with the department chair; each department chair should communicate a written statement of expectations to the faculty member, reserving one copy for the faculty member's file.

Faculty who disagree with range and scope of their assigned workload may

appeal through normal administrative channels to the Dean of the college and then to the Faculty and Student Appeals and Grievance Committee and to the Faculty Senate Grievance Committee if they are still unsatisfied with the decision.

- 8.4. Additional workload assignments placed on the faculty member during the year should have a mitigating influence on the annual evaluation.
- 8.5. The workload for each academic faculty member will be determined by the chairperson, in consultation with the faculty and subsequently with the Dean, in accordance with the mission and priorities of the department and applicable College policy. The Executive Committee will review workloads and publish comparative College data and make available to the faculty on an annual basis.

9. Faculty Appeals [74]

- 9.1. All personnel actions and decisions shall conform to the requirements of the NSHE Code, the UNLV Bylaws Ch. III, section 6, the College of Hospitality bylaws, department bylaws, and the affirmative action equal opportunity policies of the University.
- 9.2. Faculty members who disagree with personnel decisions that may have an adverse impact on their employment condition must first request reconsideration through regular administrative channels to the level of the Dean of the college.
- 9.3. If reconsideration is not forthcoming, the faculty member may then file an appeal with the College's Faculty and Student Appeals and Grievance Committee.
- 9.4. If the faculty member is not satisfied with the recommendation of the committee, or the Dean's subsequent reconsideration,

the faculty member then has the right to continue the request for reconsideration to the Provost and then on to the office of the president.

- 9.5. The faculty member may then file an appeal with the Senate Appeals Committee (see UNLV Bylaws, Ch. III, Section 6.6) if the case involves the denial of merit, promotion or tenure. Cases that involve grievances that are not based on merit, promotion, or tenure issues should be filed with the Faculty Senate Grievance Committee (UNLV Bylaws, Ch. I, Section 4.6.11).
- 9.6. A probationary faculty member who is not reappointed may not appeal the non- reappointment.

10. Merit [78]

- 10.1. All faculty members, both ranked and unranked, are eligible for merit. First year faculty may be considered for merit, but their record will only include accomplishments from the date of hire to the end of the calendar year (which is normally limited to one semester). First year faculty may elect to have their name removed from merit contention.
- 10.2. Second year faculty who were appointed in the fall or summer of the previous year and did not receive merit during their first year appointment, may list any achievements that occurred during that first year in their annual peer evaluation file for the second year appointment.
- 10.3. Department chairs recommend members of their faculty for merit consideration to the Dean of the college and the college merit committee. Merit is awarded by the Dean. (For a detailed description of the merit process, refer to the college merit advisory committee section

contained in chapter 3, section 4)

- 10.4. Faculty may appeal merit award considerations to the Faculty and Student Appeals and Grievance Committee or may appeal at the university level to the Faculty Senate Appeals Committee.
- 10.5. Merit is based upon performance in the areas of teaching, service, and research. Merit is awarded by the college only when a faculty member's performance is exemplary in one of these three categories and at least satisfactory in the other two categories

Chapter 3. Committees [58-68]

1. College Committees.

1.1 Election. Members of College committees and councils are elected by the faculty as prescribed in these Bylaws, unless otherwise prescribed. (approved 09/23/11)

- 1.1.1. Committee members are drawn from the College Faculty (Ch. 2, Sec. 2), unless otherwise specified.

1.2 Operating Procedures. Committee and Council operating procedures and policies are maintained as an appendix to this document and maintained in the Dean's office and electronically.

- 1.2.1 Committees establish their operating procedures and forward these to the Bylaws Committee for review. In those instances where the Committee involves faculty governance, the operating procedures are provided to the faculty for review and comment. If it is an issue of faculty governance the procedures will be brought before the faculty for a vote.

1.3 Committee Membership (Approved 09/23/2011)

- 1.3.1 All standing committees must have at least three members. Members shall serve 3-year staggered terms, unless otherwise specified by college bylaws or other requirements. (amended 12/06/2019)
- 1.3.2 The first time committees are created, length of term is based on the number of votes received. Those with the highest votes will receive the available 3 year term(s). A balanced approach for committee terms will be implemented with a rotation of 3-year, 2-year, and 1- year terms. For a committee with less than 5 members, the same procedure will be followed.
 - 1.3.2.1 In the event of a tie, the individual length of terms will be determined based on the high draw of a deck of playing cards.
- 1.3.3 No committee member may serve more than 2 consecutive terms on the same committee.
- 1.3.4 Committee chairs serve for a period of one academic year unless the committee operating code specifies differently.
 - 1.3.4.1 Chairs are elected annually by a majority vote of the current committee members, unless the operating procedures, College bylaws, or University bylaws specify otherwise.
- 1.3.5 Removal of an elected member of a standing committee. An elected member of a standing committee

can be removed from a committee at the request of the committee member, but only under special conditions (e.g, sick leave, sabbatical, etc.) OR for good cause, supported by documentation by the committee and recommended by the committee and chairperson to the EADAA. The EADAA will notify the individual of their removal from the committee. For members of the Faculty Advisory Committees, the removal process will work through the associate dean responsible for the committee.

- 1.3.5.1 Faculty members of standing committees shall be elected before the end of the spring semester prior to the academic year in which they begin to serve.
- 1.3.6 All at large committee elections shall begin with a general call for nominations by the Dean's Office. Nominations other than self-nominations must be verified with the individual to be nominated. If fewer than two nominations are received for each open position, the Dean will appoint a nominating committee of three faculty whose purpose it will be to solicit candidates to fill the remaining ballot spaces. Ballots will be returned to the Dean's Office, counted by Dean's Office personnel, and verified by two faculty members other than the Dean, Associate or Assistant Deans.
- 1.3.7 College participation in Faculty Senate elections shall be conducted in accordance with

Section 6 of the UNLV Faculty
Senate Constitution and Bylaws.

2 Academic Standards. [58]

2.3 The Academic Standards Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department. The committee shall select a student representative with senior standing for a one-year term. The EADAA will serve as an ex-officio member of the committee and will vote only in case of a tie. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected faculty members' term shall be Food & Beverage and Event Management Department (one year), Hospitality Management Department (two years), and Resort, Gaming, and Golf Department (three years).

2.4 The voting members of the committee shall elect a chair at the first meeting of each academic year.

2.5 A quorum shall consist of (3) of the eligible- voting members.

2.6 The duties of the committee are as follows:

2.6.1 Setting and overseeing academic policy, such as

2.6.2 Punitive policy regarding academic dishonesty

2.6.3 Criteria for suspension or probation

2.6.4 Criteria for college honors

2.6.5 Responsible for placing students on academic probation or suspension

2.6.6 Review student's appeals and petitions for reinstatement from academic suspension

2.6.7 Responsible for reviewing

academic petitions

2.6.8 Review of college graduation policies and forward any proposed change to the faculty for a simple majority vote for implementation. If approved, forward to Dean for administrative approval

3 Graduate Curriculum [59]

3.3 The Graduate Curriculum Committee shall have five members. The committee shall be composed of three graduate faculty members elected at large, the College representative on the University Graduate Curriculum Committee, a graduate student from the College, and the Graduate Program Director. Elected faculty members shall serve for three years. However, the first three elected faculty will serve staggered terms to ensure continuity. The Graduate Program Director will serve as an ex-officio member of the committee and will only vote in case of a tie. The graduate student will be an ex-officio, non-voting member and will serve for one year; and will be elected from the College's graduate student body. The voting members of the committee will elect a chair at the first meeting of each academic year. A quorum shall consist of three of the voting eligible members.

3.4 The duties of the Graduate Curriculum Committee are as follows:

3.4.1 Review submitted graduate course proposals, solicit input from affected department chairs and faculty who will teach the proposed course, and vote on the course proposals. If passed by a simple majority of the Committee, the approved item will be forwarded to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.

3.4.2 Review graduate curriculum programs changes, solicit input from affected departments, and bring to the attention of the graduate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting-eligible faculty, the Committee will forward the approved item to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.

3.4.3 Review inter-institutional, interdepartmental or interdisciplinary graduate course proposals and programs, and bring to the attention of the graduate faculty at least two weeks in advance of a vote. If passed by a simple majority of the graduate faculty, the approved item could be forwarded to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature. The Graduate Program Director shall forward all graduate course deletions, changes, or additions, including changes to course titles, numbers, descriptions, hours of credit, and pre-requisites to the Graduate Curriculum Committee for review and vote. If passed by a simple majority of the Committee, the approved item will be forwarded to the College's representative on the University Graduate Curriculum Committee after obtaining the Dean's signature.

4 The College Merit Advisory Committee [60]

4.1 The Committee shall be composed of three members, one representative from each department. These committee members are to be elected

by secret ballot held in each department. Any member of a department may nominate any other member in the department for the position. Self-nominations will be accepted. If there is no nomination, the department chair appoints a member.

4.2 Elections must be conducted and a committee must be formed by the 1st Monday in December. The committee appointment shall be for 3 years and the 1st election will be staggered; Hospitality management, 3 years; Resort, gaming, and golf, 2 years; and Food and beverage and event management, 1 year.

4.3 Members of the committee are charged with the duty of reviewing all faculty update information forwarded to them and recommending to the Dean of the college who among the faculty should receive merit in the college and what amount should be awarded to each faculty member (within the limits set by the board of regents and the president of the university).

4.4 All awardees must be satisfactory in teaching and four award levels must be used.

4.5 The merit process is as follows:

4.5.1 Annual activity reports are prepared by faculty.

4.5.2 For those who wish, the following statement appears at the top of their report, "I wish to be considered for merit."

4.5.3 Department chairs evaluate faculty who wish to be considered for merit by placing faculty in one of six clusters corresponding to merit dollar awards:

Amount of Merit Awarded	Cluster Number
\$3,000	1
\$2,500	2
\$2,000	3
\$1,500	4
\$1,000	5
\$0	6

4.5.4 Those who do not wish to participate in merit, will automatically be placed in cluster 6 and will not be reviewed by the merit committee.

4.5.5 The department chair may place no more than a maximum of 20% (or the closest approximate) of the department's faculty in any of the first five clusters.

4.5.6 The list of faculty in the respective clusters is then submitted to the merit committee and the Dean.

4.5.7 The merit committee then compiles the chairs' lists into a master list of all college faculty.

4.5.8 The merit committee then reviews the department chairs and includes the chairs in the master list.

4.5.9 The merit committee may ask the chairs for justification as to their placement of a faculty member on the department list. Once that information is obtained,

the merit committee may elect to move a faculty member to another cluster.

4.5.10 The merit committee submits their master list to the Dean with justification as to why (if any) faculty members were moved from clusters recommended by their chairs.

4.5.11 The Dean determines which, if any, of the cluster 1 faculty are deserving of a \$4,500 merit award.

4.5.12 The Dean may move faculty to other award clusters, but must provide written justification to the merit committee.)

5 Promotion and Tenure [60]

5.1 The college Promotion and Tenure Committee shall be composed of three faculty members, one member from each of the college's three departments. The members of this committee must be senior (associate or full professor), tenured faculty and may not serve concurrently on this committee and a departmental promotion and tenure committee. Faculty elected to this committee may also not serve concurrently on the college's Faculty Appeals and Grievance Committee.

5.2 Members of this committee will be elected by the members of their department. Nominations will be solicited by department chairs. Faculty may nominate themselves. Elections will take place on or before the second Tuesday in September and the members will serve for three years and will be in the first election staggered; Hospitality Management Department, 3 years; Resort, Gaming, and Golf Department, 2 years; and Food & Beverage and Event Management Department, 1 year. Department chair appoints if no nomination.

- 5.3. In the event that a member of this committee is unable to serve, nominations will be accepted by the department chair for an alternate and an election will be held in the department.
- 5.4. The committee shall elect a chair at their first meeting who will schedule and preside over all meetings.

6 Undergraduate Curriculum [61-62]

6.1 The Undergraduate Curriculum Committee shall have five members. The committee shall be composed of a faculty member elected from each academic department as well as the college representative on the University Curriculum Committee. Elected faculty members shall serve for three years. However, the first year of operation of the committee, elected members' term shall be Food & Beverage and Events Management (one year), Hospitality Management Department (two years) and Resort, Gaming, and Golf (three years). The EADAA will serve as an ex-officio member of the committee and will vote only in case of a tie.

6.2 The voting members of the committee must elect a chair at the first meeting of each academic year. A quorum shall consist of three (3) of the eligible-voting members.

6.3 The duties of the College Undergraduate Curriculum Committee are as follows:

6.3.1 Review undergraduate course proposals, with input from department chairs and affected faculty, and forward items approved by the Committee to the College's representative on the University Curriculum Committee with the Dean's signature. In order for a course to be approved, it must receive a simple majority

vote by the Undergraduate Curriculum Committee.

6.3.2 Review undergraduate curricular program changes and bring to the attention of the appropriate faculty at least two weeks in advance of a vote. If passed by a simple majority of the voting eligible faculty, the Undergraduate Curriculum Committee will forward the approved item to the College's representative on the University Curriculum Committee with the Dean's signature.

6.3.3 Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College's representative on the University Curriculum Committee with the Dean's signature.

6.3.4 Oversee formal program articulation agreements.

6.3.5 Review inter-institutional, interdepartmental or interdisciplinary undergraduate course proposals and bring to the attention of the appropriate department, who would be required to furnish the faculty to teach the course, at least two weeks in advance of a vote. If passed by a simple majority, the approved item would be forwarded to the College's representative on the University Curriculum Committee with the Dean's signature.

6.4 The department chair shall forward all undergraduate course deletions, changes or additions, including changes to course titles, numbers, descriptions, hours of credit, and prerequisites to the Undergraduate Curriculum Committee who shall review and vote on the proposal after receiving input from the department chair and the affected faculty. If passed by a simple majority of the Committee, the approved item will be forwarded to the Dean's office for a signature and then delivered to the College's representative on the University Curriculum Committee.

6.5 New Curricula

6.5.1 All programs of study shall be initiated and studied by the faculty and appropriate documentation forwarded to the appropriate College Curriculum Committee (e.g., Undergraduate or Graduate) for action. Procedures relating to modifications of courses or programs of study, whether new or revised, must be in accordance with Ch. II, Sections 4, 5, and 6 of the UNLV Bylaws.

Each department chair will submit any departmentally approved description of the program of study, the requirements, electives, name of person responsible for coordination, and justification of the program to the appropriate College Curriculum Committee in accordance with the College's bylaws.

Changes of course title, prerequisites, description, or number shall be forwarded by a department chair or the Graduate Program Director to the appropriate Curriculum Committee. However, a change in number or description which makes an undergraduate course acceptable for graduate credit shall be referred

to the Graduate Curriculum Committee.

The College Curriculum Committees shall review all proposed substantive curricular program changes and refer said changes to the appropriate faculty for vote.

6.5.2 All proposed curricular changes must be circulated at least two weeks in advance of the meeting at which they are to be considered. One copy of each proposed change shall be sent to each Curriculum Committee member (including ex officio members) and one copy shall be sent to each of its members, either by circulation or by posting in a convenient location. Minutes of the Curriculum Committees shall be circulated in the same way. All Curriculum Committee meetings shall be open to all faculty members.

6.5.3 A simple majority vote of the affected faculty is necessary to approve program proposals. The Curriculum Committee will then forward the proposal to the Dean's office for signature and on to the respective College representative on the University Committees. All proposals rejected by faculty shall be returned to the originating source who then has the option of amending and resubmitting the proposal to the Committee.

6.5.4 All programs of study and courses in the College which are solely graduate curricular matters must have the approval of the College Graduate Curriculum Committee and the graduate faculty.

6.6 Curricular Revisions

6.6.1 Curricular revisions, when approved as described above, shall

be sent by the appropriate College

6.6.2 Curriculum Committee to the College's representative on the University Undergraduate

6.6.3 Curriculum Committee or the Graduate College Curriculum Committee, in accordance with UNLV Bylaws, Ch. II, Sections 5 and 6.

7 Scholarship. [63]

7.1 The Scholarship Committee is a four member committee composed of the three faculty elected by the departments and the manager of the Office of Student Advising. The committee appointment shall be for 3 years and will be in the 1st election staggered; Hospitality Management Department, 3 years; Resorts, Gaming, & Golf Department, 2 years; and Food & Beverage and Events Department, 1 year.

7.2 The committee shall elect a committee chair. A quorum shall be defined as three members of the committee present.

7.3 The committee is charged with the following duties:

7.3.1 Setting policies and procedures that will govern the disbursement of scholarship funds;

7.3.2 Establishing student applicant criteria for the scholarships; and

7.3.3 Selecting scholarship winners from the applicant pool.

7.4 Selection of scholarship winners shall be decided by a majority vote of the committee.

7.5 The committee shall be responsible for the allocation of all scholarship monies except those that are designated to be specifically for minority students

8 Boyd Distinguished Faculty Awards [64]

8.1 The membership in this committee shall be composed of an elected member

from each department. A faculty member who is nominated for an award may withdraw from the committee and the respective department shall elect a replacement.

8.2 The committee shall evaluate all award applicants and recommend to the Dean a candidate for the award. If the Dean agrees with the committee's choice, the winner will then be announced by the Dean.

8.3 If the Dean refuses the committee's choice, then the committee must reevaluate the other applicants and either nominate another candidate or recommend that there be no winner in that category for the year.

If the second recommendation is unacceptable to the Dean, the committee must either offer a third candidate or recommend that there be no winner in that category for the year.

8.4 The Dean must accept the committee's decision that no award be given in a particular category for the year

9 Faculty and Student Appeals [65-66]

The membership of this committee shall be composed of a faculty member's peers which is defined as three (3) senior (associate or full professor) tenured faculty, (elected at large) from the college; two (2) probationary (assistant professor) faculty (elected at large from the college) and one (1) designated alternate (tenured faculty) appointed by the Dean. If there are no probationary faculty, tenured faculty may be substituted.

9.1 Members of this committee are to be elected each September by the faculty of the college. The Dean's office is responsible for issuing a call for nominations. Faculty can nominate themselves to this committee or can nominate fellow faculty. An election will be held during September by the Dean's secretary.

9.2 If the case presented is a faculty appeal or

grievance, administrators and faculty serving on college promotion, tenure, and merit committees may not serve on this committee. Faculty currently serving on department promotion, tenure, and merit committees may serve on this committee provided they do not participate in a case where they may have a conflict of interest.

- 9.3 The committee will elect a chair who will schedule meetings, distribute formal appeals and any written documentation, inform members of the time and place of meetings and preside over the meetings. The committee chair will participate in all committee decision making and voting.
- 9.4 The establishment of procedures and necessary forms will be the responsibility of the members of the committee. These procedural rules and copies of petitions and forms will be made available to all faculty and students.
- 9.5 Committee meetings will be scheduled as cases present themselves. The committee must convene within three weeks after a formal petition is received from an aggrieved student or faculty member. Three members in attendance constitutes a quorum. If a quorum is not present, the chair shall adjourn the meeting and schedule a future meeting.
- 9.6 All committee meetings shall be regulated by the parliamentary procedure known as Robert's Rules of Order. All voting by the committee shall be by secret ballot.
- 9.7 The committee provides a forum for faculty and students who believe that they have suffered injury from an administrator or a faculty member. Faculty grievances and appeals may concern, but are not limited to, such issues as; tenure, merit, promotion, faculty evaluation techniques, and discriminatory administrative practices.
- 9.8 Student grievances and appeals may concern, but are not limited to, such issues as: grades, decisions rendered by administrators, recommendations, faculty behavior in the classroom, and faculty advisement practices.
- 9.9 The student or faculty member can address any issue or present any evidence, including witnesses, that s/he deems appropriate to the case. Administrators, faculty, or committees charged by the student or faculty member will be given opportunity to rebut the allegations.
- 9.10 The Faculty and Student Appeals and Grievances Committee may conduct investigations of the facts of a case if the committee deems it necessary. The committee may also question witnesses, the complainant, and the defendant(s).
- 9.11 Once the committee reaches a decision on the merits of a faculty case, it then informs the Dean of the college and the senior vice president and Provost in writing of its recommendation for the disposition of the case. The Dean may decide to accept, accept in part, or reject the findings of the committee.
- 9.12 The decision of the committee is to be communicated to the aggrieved student or faculty member within seven days after a decision is rendered by the committee. If the case involves a faculty member, a copy of the decision is to be given to the complainant and placed in the faculty member's master personnel file. If the case involves a student, a copy of the decision is to be placed in the student's file.
- 9.13 If the student or faculty member is not satisfied with the recommendation of the committee and the decision of the Dean, that person can appeal through administrative channels to the president and to the appropriate Faculty Senate Committee (UNLV Bylaws Ch. I, Section 4.6).

10 Sustainability Committee (approved 04/20/2013)

The Sustainability Committee shall have nine members. The committee shall be composed of five full-time faculty members, two staff members (either classified or professional), one full-time graduate student, and one full-time undergraduate student. Faculty committee members will be elected by the full-time faculty. Staff committee members will be elected by the staff in the College. Student committee members will be appointed by the College's EADAA. Elected faculty members and staff shall serve three year term. Students will be appointed to a one-year terms and may serve successive terms with the permission of the EADAA. During the first year of operation of the committee, elected faculty and staff members shall serve staggered terms of one, two or three years to be determined by the drawing of lots at the first meeting held by the committee. A chair will be elected for one year by the committee at the first meeting in the fall. All members of the committee shall have one vote. A quorum shall consist of five (5) members. A meeting schedule will be determined by the chair.

10.1 The charge of the committee will be to make recommendations regarding the development, implementation and monitoring of:

10.1.1 Competencies in the undergraduate curriculum relating to sustainability issues;

10.1.2 Competencies for the graduate curriculum relating to sustainability issues;

10.1.3 Extracurricular and operational sustainability initiatives within the College;

10.1.4 Collaborative sustainability activities and research with other entities on and off the UNLV campus; and

10.1.5 Advise the College on sustainable development issues with regard to its current and

future facilities and programs.

11 Bylaws Committee (approved 12/06/2019)

11.1 The Bylaws Committee shall be composed of three members, one elected by each department. Committee members shall serve three-year terms, except in the first two academic years of the committee's operation. The terms of the initial committee members shall be one year, two years, and three years. In its first meeting, the committee shall determine which members shall serve which terms.

11.2 The committee shall elect a chair at its first meeting. The committee chair shall serve a term of one year. A quorum shall consist of two members.

11.3 The duties of the Bylaws Committee shall be to:

11.3.1 Receive proposals for bylaw amendments from faculty members and publish them to the faculty for consideration;

11.3.2 Facilitate faculty discussion of proposed bylaw amendments;

11.3.3 Conduct faculty elections voting on proposed bylaw amendments;

11.3.4 Respond in writing to requests for interpretation or clarification of bylaws; and

11.3.5 Ensure the current bylaws are published where all faculty members can access them.

12 Assessment Committee (added December 2020)

12.1 The Assessment Committee shall consist of one faculty member elected from each department, one graduate faculty member elected by the graduate faculty, and one faculty member elected from the college at large. The college representative on the University Assessment Committee and the EADAA shall serve as ex officio non-voting members.

12.2 Members shall serve staggered three-year terms. In the first year of the committee's operation, the original members' terms shall

be: FBE, 1 year; RGG, 2 years; HMD, 3 years; graduate faculty, 2 years, at-large faculty, 3 years. Three voting members shall constitute a quorum. The committee chair shall serve a term of one year, with no term limit.

finding committees. The Dean of the college shall appoint faculty to college ad hoc committees.

12.2 The duties of the Assessment Committee shall be to:

- 12.2.1 determine which UULO and program learning objectives will be assessed in each academic year;
- 12.2.2 establish policies and procedures for collecting and reporting course and program assessment data;
- 12.2.3 review and analyze assessment data for each academic semester;
- 12.2.4 suggest course and/or program revisions based on assessment outcomes; and
- 12.2.5 ensure compliance with university assessment policies, procedures, and guidelines.

13 Ad Hoc Committees [68]

13.1 Ad hoc (temporary) committees may be either departmental or college committees. Departmental committees will be appointed or elected, and administered according to departmental bylaws.

13.2 Examples of college ad hoc committees include; recruitment and search committees, special task forces, administrator evaluation, and fact finding committees. The Dean of the college shall appoint faculty to college ad hoc committees. Ad hoc (temporary) committees may be either departmental or college committees. Departmental committees will be appointed or elected, and administered according to departmental bylaws.

13.3 Examples of college ad hoc committees include; recruitment and search committees, special task forces, administrator evaluation, and fact

Chapter 4. The Faculty

1 The Faculty: Introduction [30]

Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

But the most important element, the element that defines the character of the institution, establishes the institution's reputation, and enjoys the greatest longevity, is the faculty. It is the faculty, that community of scholars that gives an institution its continuity.

Being a member of this exclusive community carries with it certain responsibilities as well as commensurate rights and privileges. Most American colleges and universities are composed of classrooms, dormitories, laboratories, and offices; but a college is certainly more than mere bricks and mortar. It is an assemblage of people devoted to learning. Its elements may include administration, support staff, students, alumni, regents, community leaders, and the general public.

Being a member of this exclusive community carries with it certain responsibilities as well as commensurate rights and privileges.

2 Responsibility to the Profession. [31]

The William F. Harrah College of Hospitality subscribes to the following section of the AAUP's 1966 Statement on Professional Ethics:

The faculty member, guided by a deep conviction of the worth and dignity of the advance of knowledge, recognizes the special responsibilities placed upon faculty members. The primary responsibility to one's field is to seek and state the truth as one sees it. To this end, the faculty member devotes time and energy to developing and improving

scholarly competence. The faculty member accepts, as well, the obligation to exercise critical self-discipline and judgment in extending and transmitting knowledge.

The faculty member practices intellectual honesty. Although s/he may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.

2.1 Misrepresentation of Work [32]

Faculty members must not plagiarize or permit the appearance that they have authored work done by others, nor shall they misrepresent records of publication, service, and teaching.

Faculty members must be honest in the presentation of research data and in the description of any work that they have performed.

2.2 Professional Growth [33]

Quality scholarship involves both the discovery and the dissemination of knowledge. Faculty members bear a responsibility to ensure that their students receive information regarding the latest developments in their particular field of study and should exercise reasonable efforts to remain informed and knowledgeable about developments in their academic area.

2.3 Service to the Profession [34]

For professional growth, faculty members should participate in regional and national organizations in their discipline, attend meetings, present papers, serve as officers, etc. Involvement in the profession is one aspect of the annual evaluation of faculty.

2.4 Service to the Community [35]

Faculty members are encouraged to support community services and activities in the area of their professional expertise, conduct workshops and/or seminars, or serve as consultants so long as it does not

interfere with their teaching/research responsibilities.

3. Responsibility to Students

3.1 Student Academic Freedom [36]

As a teacher, the faculty member encourages the free pursuit of learning in students. The faculty member serves as a role model to students; a role model which projects the highest standards of scholarship and academic diligence.

The faculty member insists that students integrate both the intellectual and moral components of their education. This is done not by edict, but by example.

3.2 Student Evaluations [37]

The faculty member demonstrates respect for students as individuals and strives to ensure that the evaluation of students honestly reflects the merit of their work. Faculty should encourage students to discuss the merit of their evaluations without causing students to fear reprisal.

The faculty member should provide students with feedback on their performance in the course prior to the last day to withdraw from the course without penalty. The feedback may be in the form of test or quiz scores, evaluations on projects or papers or any other type of evaluation as described in the course syllabus.

The faculty member should also provide the student at the beginning of the semester with the weight of each assignment, project, test, quiz, etc.; so that the student can compute her/his current grade in the course.

3.3 Student Honesty [38]

The faculty member is diligent in her/his attempt to ensure that the conduct of the student is academically honest. Depending on the instructor's

judgment of the facts in a particular case, the faculty member may give a failing grade to the dishonest student on the assignment or the course, recommend the student withdraw from the course, reduce the grade on the work in question, require the assignment or exam to be repeated, assign extra work, verbally chastise the student, or institute any combination of the above penalties.

For repeat offenders, more severe sanctions imposed by the university (e.g. suspension or expulsion) are possible.

The faculty member is cautioned to refrain from publicly accusing any student of academic dishonesty to avoid defamation of character charges being brought by an aggrieved student.

The instructor should meet with the student(s) to try to resolve the issue. If an agreement is not reached, then the chairperson should meet with the instructor and the student(s) to try to resolve the issue. If an agreement is still not reached, then the EADAA should meet with all of the above parties to resolve the issue. For any incident, the instructor must inform the student disciplinary offices, EADAA and the chair of the department.

Student(s) who are not satisfied with the disposition of their case can appeal through the college's faculty and student Appeals and Grievance Committee.

3.4 Student Privacy [39]

The faculty member has a legal obligation under the Family Educational Rights and Privacy Act of 1974 to ensure that a student's privacy rights are protected. Faculty are not to release any information regarding a student's grades or class standing to any party without the prior written consent of the student, except to the following:

- 1) other school officials at UNLV

(including faculty) who have been determined by UNLV officials to have a legitimate educational interest,

- 2) to authorized representatives of certain governmental agencies in connection with the audit and evaluation of federally supported education programs, provided that the collection of any personally identifiable data shall not include information, which would permit the personal identification of such students after the data has been collected,
- 3) in connection with the student's application for or receipt of financial aid,
- 4) to organizations conducting studies for educational agencies related to predictive tests, student aid programs, and improved instruction if such information is destroyed after service and personal identification of a student by others is avoided,
- 5) to accrediting organizations if the personal identification of a student is avoided,
- 6) to parents of dependent, minor (under the age of 18)
- 7) to appropriate persons necessary (in an emergency) to protect a person's health, or safety, as may be defined by HEW regulations,
- 8) to a court or in compliance with a judicial order or subpoena, upon condition that the student is notified in advance of the compliance there-with by the William F. Harrah College of Hospitality.

3.5 Exploitation of Students [40]

Faculty are to avoid the exploitation of students for private advantage. Specifically, faculty should not use the labor of students in consulting assignments without properly remunerating those students for their efforts.

Furthermore, faculty are not to plagiarize the work of students. Faculty should give proper recognition to student contributors in any research effort. This includes authorship credit in scholarly articles and texts.

Faculty members may not limit or curtail the right of a student to publish or otherwise communicate the result of the student's own scholarly activities.

Faculty members must not accept gifts or favors from students, friends or relatives of the student, when there is reason to believe that such a gift or favor is motivated by a desire to secure some academic or personal advantage.

3.6 Meeting Classes [41]

Failure to meet scheduled classes without prior notice to students is excusable only for reasons beyond the control of the faculty member (e.g. accident, illness, death of an immediate family member). If possible, faculty should contact their department chair or the secretary of the department so that notices of the faculty member's absence can be posted in the classroom.

Any other occasion that involves the alteration of the course schedule, cancellation, or rescheduling of classes may be done only after consulting with and receiving approval from the department chair or Dean, and giving adequate notice to the students whenever possible.

The instructor should make every effort to

ensure that his/her classes begin and end at the appointed time.

3.7 The Syllabus [42]

The course syllabus is viewed by the college as being a contractual document between the faculty member and the student.

It should be presented to each student on the first day of the course. It should contain the course objectives, the criteria and methods used to evaluate the student and the weights assigned to the student evaluation instruments. The syllabus should also contain major test and project dates whenever feasible. The syllabus should contain a bibliography of all instructional materials (e.g. text books, reference works, etc.) that are to be secured by the student including a disability resource statement. Finally, the syllabus should contain the instructor's general policies and procedures regarding the course, such as classroom deportment, attendance policies and academic dishonesty, the final date to drop the course without penalty, along with the University and Administration Standards and Policies and the Office of Student Affairs lower or upper division addendums.

Faculty are to file copies of their syllabi each semester with the department chair's secretary.

The syllabus is one element that may be used in the faculty member's annual evaluation.

3.8 Office Hours [43]

Full-time faculty are to set aside a minimum of five hours per week for student consultations and advisement. Office hours should be posted on the bulletin board next to the office door and should also be kept on file with the department secretary.

Faculty are advised to expand their office hours during pre-registration periods. Faculty are responsible for making and keeping their own appointments.

Meeting office hours and keeping appointments is one element in the annual evaluation of the faculty member.

Adjunct faculty are expected to make themselves available to their students outside of class as needed. There is no minimum requirement in adjunct faculty office hours.

3.9 Advisement [44]

At the William F. Harrah College of Hospitality, in conjunction with the Office of Student Advising, advising is considered to be faculty member's responsibility. All faculty members share in this important responsibility to the students, and their performance in advising is part of the evaluation of their professional contributions to the college.

The college recognizes its responsibility to provide training for faculty advisors. The Office of Student Advising will conduct workshops on advising, and individual faculty members are expected to attend.

Faculty are encouraged to volunteer for the formal advising program. Those who are selected receive a one 3-credit course reassignment per semester for 10 contact hours in advisement

3.10 Service to Students [45]

Student professional associations are an integral part of the college's educational program. They offer the student experiential learning and affective development opportunities.

Faculty are expected to serve as advisors to these associations. The quality of an advisor's performance is one area that is addressed in the faculty member's annual evaluation.

It is expected that the faculty advisors and students will cooperate in promoting the goals and objectives of the William F. Harrah College of Hospitality by sharing administrative and faculty concerns with the respective student organizations.

The College of Hospitality also sponsors a number of student and alumni related activities. Faculty are also assigned duties and responsibilities for these events either through the office of the Dean or the department chairs. The quality of faculty performance on these assignments is one factor that is examined during the annual evaluation.

Faculty who are not directly involved with these assignments are encouraged to attend these and other college sponsored events.

3.11 Classroom Department [46]

The faculty member should not view the classroom as a forum for his/her personal views on subjects that are unrelated to the course topics. It is the responsibility of the faculty member not to depart significantly from her/his area of competence or to divert significant time to material extraneous to the subject matter of their courses.

The faculty member will refrain from using abusive, obscene, or degrading language or gestures. The faculty member will also refrain from striking or offensively touching any student.

The faculty member will avoid any stereotypical remarks that have as its subject; representatives of a race, national or ethnic heritage, religious denomination, or any other grouping that can be stereotyped unless the expression of such a remark is meant to demonstrate an example of improper speech and its use is directly related to the prescribed subject matter being taught.

The faculty member will avoid any behavior toward the student that can be construed as being intimidating, oppressive, or vindictive in nature.

The faculty member should refrain from endorsing any product or service that s/he has a proprietary interest. However, a faculty member may adopt for a course, a textbook or other instructional materials that s/he has authored, provided that these materials are copyrighted and are currently available to other hospitality management programs. The faculty member to use his/her book in class must file a specific form entitled "Request to Assign my Own Textbook in My Class". This form must be resubmitted every 3 years.

The faculty member is expected to maintain control over his/her classroom and is expected to provide the students with an environment that is conducive to learning. If a student(s) in a particular classroom becomes disruptive and will not respond to the faculty member's admonishments or becomes violent, the faculty member should dismiss the group and report the behavior to his/her immediate supervisor and campus security.

4 The Faculty Member and the College

4.1 Collegiality [47]

The William F. Harrah College of Hospitality adopts the following passage from the 1966 AAUP Statement on Professional Ethics:

As a colleague, the professor has obligations that derive from common membership in the community of scholars. S/he respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas, s/he shows due respect for the opinions of others. S/he acknowledges her/his academic debts and strives to be objective

in his/her professional judgment of colleagues. S/he accepts her/his share of faculty responsibilities for the governance of his/her institution.

The faculty of the William F. Harrah College of Hospitality have an individual and collective obligation to ensure that the ideals expressed in the above passage are maintained.

4.2 Assigned Duties. [48]

The duties of a faculty member consist of those responsibilities assigned by the Dean, or appropriate administrator, such as the EADAA or the department chairs. Teaching assignments, schedules, and other instructional responsibilities (e.g. maintaining office hours, meeting class in accordance with the college policies at all regularly scheduled times and places) shall be carried out under the direction of the Dean in accordance with the delegated authority of the president. Duties and responsibilities shall be related to the expertise and competence of the faculty member and may include sponsored or unsponsored research projects, public service activities, committee assignments, or administrative functions. Teaching, research, and service performance shall be considered in decisions relating to compensation, retention, promotion, termination, or decisions not to rehire.

As a member of the college, the faculty member should seek above all to be an effective scholar and teacher.

4.3 Work Outside the college [49]

The amount and character of work done outside the institution is to be conducted with due regard for the faculty member's paramount responsibility to the college. A faculty member should not become engaged in any outside remunerative activities that

hampers or compromises his/her responsibilities to the college. Teaching, research, and service should always be the first priority of any full-time faculty member.

Faculty and administrators shall be required, as stipulated in the University of Nevada System Code (Title 4, Ch. 3, Page 2), to inform their immediate superior in writing of all outside professional or scholarly service for which they are remunerated.

And faculty member or administrator may make a general announcement of his or her availability as a consultant, but may not solicit consulting activities; as stipulated in the NSHE Code).

4.4 Separation from the College [50]

When considering the interruption or termination of service, the faculty member must recognize the effects of the decision upon the college and give due notice of intent.

4.5 Use of College Property [51]

Faculty members must not use university property or facilities for pecuniary gain or for personal advantage if the use of such property or facilities has no legitimate relationship to the academic mission of the college. Faculty should first consult with either the Dean or the EADAA of the college before embarking on such a plan. Authority to use the college's resources should be obtained in writing from either of the above administrators.

All inventions (and subsequent patents) and copyrights that are developed with college resources and funds become the property of the college. However, this does not extend to textbooks and monographs authored by the faculty. These items remain the exclusive property of the faculty member.

Faculty are permitted to make use of a

university office and university equipment, such as, a personal computer to develop a textbook or monograph for publication. Faculty may also make use of clerical and other support services in the development of a textbook or monograph provided that permission has been secured in advance by the faculty member from his/her department chair.

All proceeds from patents and royalties from copyrights (other than textbook and monograph sales) that are the direct result of the use of the college's resources are to be shared between the faculty inventor-author and the college (typically a division of 60% to the inventor-author and 40% to the college).

4.6 College and University Affiliation [52]

Faculty members must avoid exploiting the university's name or their own relationship with the university for personal reasons unrelated to legitimate academic or professional activities. They must not intentionally create the impression, in public appearances or statements, that they are representing the university unless, in fact, they are.

A faculty member may use his/her affiliation with UNLV and the College in statements of identification and qualification, but University stationary, business cards, forms, logos, seals, or any other forms of identification may not be used when it creates an impression that the University or the College endorses, sponsors, or is responsible for any personal activity.

Unless specifically authorized by the Dean to speak for the college, faculty must indicate clearly that any position they advocate are those of private individuals in the event that they approach members of the state legislature, the Congress, or other appointed or elected governmental

bodies (e.g. city council, county board of supervisors, school boards, etc.).

When a faculty member writes a letter to a public official, the faculty member should write as a private citizen, using one's own time and materials; one must not identify one's views specifically with the college or the university.

When offering expert testimony before any government body, the opinions expressed should reflect clearly that they are those of the witness, not of the college or university.

Faculty may lend their support to candidates for political office but must use their own personal time and materials to work on political campaigns. Such activity should in no way indicate a connection with the college or the university, nor imply that the college or university is endorsing any particular candidate.

5 Faculty Governance [53]

Faculty have a duty to share the responsibilities and obligations of governance and administration of the university as provided for by the governing documents of the University of Nevada System and the bylaws of the University of Nevada, Las Vegas. These responsibilities include making recommendations regarding:

- approval of course content and manner of instruction
- establishment of requirements for matriculation and degrees in the college
- appointment and promotion of faculty

These recommendations include appointments, reappointments, decisions not to reappoint, promotions granting of tenure, and dismissal. The responsibility of the faculty in such matters is based on the fact that its judgment is central to general educational policy. Furthermore, scholars in this particular field have the chief competence for judging the work of their colleagues; in such competence it is implicit that responsibility exists to make both adverse and favorable

recommendations.

- nomination of department chairs make recommendations on the selection of other administrators in the college
- discipline of members of the faculty and the formulation of rules and procedures for the discipline of students
- establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement
- policies and procedures governing salary increases
- the organizational structure of faculty governance in the college
- establishment of research expectations for faculty
- establishment of service expectations for faculty

6 Faculty Awards [54-56]

Boyd Distinguished Awards - All full-time faculty of the William F. Harrah College of Hospitality shall be eligible to apply for, or to be nominated for, the Boyd Distinguished Awards.

There will be three awards granted in the three areas of faculty responsibility: 1) teaching; 2) research and publication; and 3) service to campus, community and profession.

Faculty members may apply for and be awarded Boyd Awards in two or more areas in any given year.

Awards need not be made each year.

The awards will be made on the basis of a faculty member's achievements in a particular category.

Achievements of a faculty member prior to the date of hire at UNLV will not be considered by the committee.

A faculty member may not win an award

in the same category in two consecutive years.

If a faculty member has previously won a Boyd award and has been nominated again to the same category, only the accomplishments of that faculty member since s/he last received the award will be considered by the committee.

Early in the spring semester, the Dean shall call for nominations for the Boyd Awards. The chair of the committee will set the time and manner of the nomination process. Faculty may nominate themselves. The committee chair shall notify individual faculty members of their nominations.

A faculty member who wishes to be considered for an award will prepare an application packet and submit it to the Boyd Distinguished Awards Committee for evaluation. A packet must be completed for each award application. The packets should include the following information:

6.1. Teaching Award

- (a) summary of chair's teaching evaluations
- (b) summary of student teaching evaluations
- (c) teaching awards and other types of similar recognition
- (d) course outlines
- (e) courses taught
- (f) evidence of creative teaching
- (g) letters of recommendation
- (h) number of student advisees
- (i) office hours available to students
- (j) service as a faculty adviser to student group(s)
- (k) number of years employed as a teacher at UNLV
- (l) statement of teaching philosophy
- (m) attendance at teaching learning center workshops and completion of CHE certification program
- (n) evidence of an increase in student learning

6.2. Research and Publication Award:

- (a) books
- (b) articles in refereed journals
- (c) other articles
- (d) reports
- (e) grant applications
- (f) book reviews
- (g) papers presented
- (h) editorial positions held
- (i) research awards earned
- (j) grants awarded
- (k) number of years employed at

UNLV

- (i) creative activity

6.3. Service Award:

- (a) consulting (This could also be a research component.)
- (b) department, college, and university committees
- (c) committee chair(s)
- (d) voluntary service to the university
- (e) voluntary service to community, civic, association, and/or student group(s)
- (f) speeches
- (g) memberships in community, civic, association, and/or student groups
- (h) service as a faculty advisor to student group(s)
- (i) awards and recognitions earned
- (j) certification earned
- (k) attendance at continuing education programs
- (l) number of years employed at

UNLV

The committee will recommend a candidate in each of the three categories to the Dean. The committee has the option to refuse to nominate anyone for the award and recommend to the Dean that the award should not be given.

The Dean may either accept the nomination of the committee or ask the committee to nominate another candidate. If the committee recommends that no award be given in a certain category, the Dean is bound by that decision.

NOTE: 58 through 68 (committees) repealed and replaced by chapter 3.

8 Academic and Personal Freedom [69 & 70]

Institutions of higher learning exist for the common good, and the common good depends on academic freedom: the free search for, and the free exposition of, truth. Academic freedom applies in both research and teaching. Freedom in research is essential for the true advancement of knowledge; academic freedom in teaching is essential for the protection of the rights of both the faculty member and the student in the free interchange of ideas.

8.1 The College of Hospitality accepts and adopts the following principles of academic freedom as advanced by the AAUP's 1940 Statement of Principles on Academic Freedom:

Academic Freedom

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of . . . other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution. The teacher is entitled to freedom in the classroom in discussing [the subject], but . . . should be careful not to introduce into [any] teaching controversial matter which has no relation to [the] subject.

Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When [a professor] speaks or writes as a citizen, [s/he] should be free from institutional censorship and discipline, but [their] special position in the community imposes special obligations. As a person of learning and

an educated officer, [s/he] should remember that the public may judge the profession and institution by [their] utterances. Hence [they] should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that [they are] not an institutional spokesperson.

8.2 In addition to the freedoms outlined by the section from the AAUP's Statement of Principles on Academic Freedom the William F. Harrah College of Hospitality also holds the following freedoms to be the inalienable right of every faculty member:

Freedom as a faculty member in the college to express opinions on college or university personnel matters and to openly discuss issues and seek out the opinion of other faculty without the fear of reprisal or censure from fellow faculty members or the administration; as long as such activity does not substantially interfere with the conduction of normal collegiate activities, and the expressions cannot be construed as being defamatory in nature. Furthermore, such freedom does not give a faculty member the authority to ignore or refuse to obey a legitimate request or order from a superior.

Personnel issues that may be freely addressed might include, but are not limited to, issues concerning; promotion, tenure, merit, faculty assignments, teaching loads, administrative policies, and the allocation of departmental or college resources.

Freedom as a faculty member to organize his/her own personal life and behavior, so long as it does not violate the law or agreements voluntarily entered into and does not intervene with

the rights of others or the educational process.

Freedom to be judged by one's colleagues, in accordance with fair procedures, in matters of promotion, tenure, and discipline, on the basis of the faculty member's professional qualifications and professional conduct.

Academic freedoms are the right of every faculty member, tenured or not.

9. Standards and Criteria for Promotion and Tenure [72-73] (approved 10/20/2015)

9.1 Teaching

Exceptional teaching is a defining characteristic in the William F. Harrah College of Hospitality at the University of Nevada, Las Vegas and is recognized as an important dimension for achieving institutional excellence. The vision of the William F. Harrah College is to provide high-quality, broad-based education and experience-based learning contributing to student development and leadership growth. The principles and criteria for teaching will apply to all faculty ranks.

Minimum Teaching Requirements for a 4/4, 3/3, 3/2, 2/2 or other teaching load:

- 5 office hours per week on campus (Note: Faculty who teach on-line will meet the on-campus office hours requirement and are encouraged to also provide on-line office hours, that may occur at the same time as the on-campus office hours.)
- Student evaluation score for each course type and level taught during the evaluation period.
- An annual teaching summary (portfolio) each year.

A Teaching Summary or portfolio is required of each faculty member each

January for the previous calendar year. It is a summary of activity for the previous year with appropriate artifacts to demonstrate competence and effectiveness. The organization of the summary/portfolio should address each of the teaching performance criteria: such artifacts could include a philosophy of teaching statement and for each class taught:

- syllabus,
- outcomes assessment(s),
- tests,
- assignments,
- student evaluation scores,
- developmental peer reviews (if completed), and
- an analysis of each semester's assessment report for the program assessment plan.

How the teaching summary or portfolios could be accomplished is through digital measures report and a digital or hard copy portfolio.

Expectations Defined for Teaching Excellence

Evidence of excellent teaching performance is based on sound pedagogy and may include syllabi and course contents that are updated each semester, performance assessment of students, use of appropriate technology, use of experiential learning where appropriate, peer evaluations, and content that is based on literature/empirical evidence. Evidence must include student evaluations for all courses taught. The record should demonstrate activities aimed at continuous improvement. The following factors outline the standards for teaching excellence:

- Student evaluations consistently above college mean.
- Annual assessment report for program assessment plan
- Portfolio or summary of teaching

should reflect standards of the College of Hospitality and the university.

- Advising, mentoring, or serving as a member of thesis or dissertation for graduate faculty; or supervision of student scholarship for non-graduate faculty.

- Evidence of modeling the reflective teaching, process (course revision or development).

- oDocumentation demonstrating that student and collegial feedback is used to improve instruction regularly.

- oDocumentation of assessment of student learning.

- Professional development in faculty's area of teaching.

The following is a more extensive (not exhaustive) list of evidence of excellence in teaching:

A. Classroom Instruction

- 1.Syllabi and course material (examinations, assignments, and other material included in portfolios)
- 2.Assessment of student learning.
- 3.Record of teaching courses in multiple teaching modalities (e.g. face to face, mixed mode, hybrid, and online modes)
- 4.Record of teaching small and large classes
- 5.Record of teaching lower level, upper level classes, and/or graduate classes
- 6.Student evaluations scores
- 7.Peer evaluations

B. Curriculum, Course, and Program Development

1. Course planning: Using

prerequisite knowledge within the course.

2. Development, improvement, or revisions of course content, materials, and/or teaching methods
3. Introduction of innovative new courses
4. Program planning, development, evaluation and assessment
5. Developing on-line courses and material
6. Industry immersion, such as participating in webinars, site visits, and industry advisory boards
7. Integration of global and sustainability examples within courses
8. Uphold academic integrity

C. Teaching Awards

1. University teaching awards
2. College teaching awards
3. Industry related teaching awards
4. Student organization teaching awards
5. Other similar awards

D. Graduate Student Development

1. Chair Doctoral committee
2. Chair Masters thesis committee
3. Chair Masters professional paper
4. Serve on committees for a Masters or Doctoral students
5. Graduate student research/independent study supervision
6. Mentoring graduate teaching assistants
7. Publications, awards, conference presentations of students under faculty supervision

E. Undergraduate Student Development

1. Honors thesis supervision
2. Honors thesis committee member
3. Undergraduate student research/independent study supervision
4. Publications, awards, conference presentations of students under faculty supervision

F. Supplemental Instruction

1. Student advising
2. Conducting help sessions for students
3. Teaching and working with students outside the regular classroom
4. Coordinators of multi-section classes and laboratories

G. Other

1. Organization of conferences/workshops related to the scholarship of teaching and learning
2. Participation in conferences/workshops related to the scholarship of teaching and learning
3. Individual professional development efforts such as professional certification
4. Publications of pedagogic articles, textbooks, and laboratory manuals
5. Administration of credit by examinations

9.2 Research and Scholarship

This document is intended for evaluation of promotion and tenure only. A College Promotion & Tenure Committee has discretion to judge the quality of research including the quality of a particular publication outlet. One of the primary functions of the faculty at

UNLV is to create and disseminate knowledge to academics, industries, governments, and other stakeholders that we serve. The College of Hospitality expects each faculty member to demonstrate an ongoing program of focused research that results in high quality publications and other tangible evidence of professional progress. Quality and a sustained record are more important than quantity.

Included among the criteria in the assessment of the quality of research are breadth, depth, originality, recognition, influence, and acceptance. Publication of refereed papers, success in submitting and attracting grants and contracts, and acknowledgment as an authority in a specific area of inquiry are the foundation of the scholarship of discovery, integration, and/or application. Essential requirements for promotion and tenure and advancement are defined in the UNLV Bylaws, Ch. 3, Section 16. The same bylaws indicate that the "essential requirements" in themselves are not sufficient for advancement; "instead, when the essentials are judged to have been met, then the promotion may be recommended provided there has been sufficient accomplishment of the additional criteria [that criteria established by the college]." The College of Hospitality standards for tenure and promotion to each level are provided below.

9.3 Tenure and/or promotion from Assistant Professor to Associate Professor

The candidate is expected to demonstrate continual progress

towards tenure/promotion throughout the tenure-track period. The candidate should have made impactful contributions to the body of knowledge through a steady rate of productivity and have established one or more areas of research focus. The candidate should provide evidence of scholarship through the following:

- **Journal articles:** Publications in high quality journals are of utmost importance and carry the greatest weight in the decision on tenure and promotion. The quality of journals is based upon the candidate's field of study and can reflect journals outside the hospitality field. Quality includes factors such as journal ranking, impact factor, acceptance rate, citations, and impact on industry and/or the profession.

The candidate is expected to demonstrate the ability to be a single and/or lead author as well as the ability to collaborate with colleagues and graduate students. Team projects and true multidisciplinary work are highly valued and recognized.

- **Grants/contracts:** The candidate shall demonstrate committed efforts to seek external funding, where external is defined as grants or contracts from outside the college. Applications for external industry or government grants/contracts and successfully funded projects are weighted more heavily than internal grants from the university.

- **Conference presentations:** The candidate shall engage in academic and industry conference presentations. Stand-up peer reviewed national/international conferences, and/or major keynote

addresses are weighted more heavily than poster presentations.

- Reviewing: The candidate shall demonstrate active involvement in reviewing academic works for peer reviewed journals and conferences. Editorial roles are weighted more heavily.
- Graduate student involvement: The candidate shall demonstrate active involvement with graduate student committees, to include chairing and serving on dissertation, thesis, professional paper committees, and/or publishing with graduate students.

9.4 Tenure and/or promotion from Associate Professor to Full Professor

The candidate for full professor demonstrates the attributes of a scholar who is acknowledged by her/his peers; and is an individual demonstrating a mature understanding and appreciation of the academy through active participation and contributions. The candidate has made significant contributions to his/her field of specialization; has an international reputation as a leading scholar; demonstrates academic leadership and mentorship to/among colleagues and students; and exhibits evidence of inter/multidisciplinary engagement.

In addition to continued excellent/satisfactory performance on the items required for tenure/promotion to associate professor, the following are consistent with the expectations of the rank of full professor:

- Journal articles shall demonstrate a global impact.
- There is evidence of ability to publish as first and/or sole author.
- Grants/contracts: The candidate shall demonstrate a successful track record of seeking external grants

and/or contracts and/or other significant external support.

- Conference presentations: The candidate shall demonstrate a successful track record of invited/keynote/panel presentations at national and international conferences.
- Academic reviewing: The candidate shall demonstrate evidence of editorial roles to include boards, editorships, and/or guest editorship.
- Graduate student/faculty mentoring: The candidate shall demonstrate mentorship through chairing/supervising Ph.D. and Masters students, research mentoring of junior faculty, and the publication process.

Excellent Performance towards promotion and tenure

The candidate has made contributions to the body of knowledge through the scholarship of discovery, Integration, and application and engages in a steady rate of dissemination of information in high quality refereed journal publications in addition to conference presentations, applied papers, and other works.

Satisfactory Performance toward promotion and tenure

The candidate is making contributions to the body of knowledge through the scholarship of discovery, integration, and application and engages in dissemination of refereed quality journal publications, conference presentations, applied papers, and other works. One or more areas of emphasis in the candidate's research activities are recognizable as a focused line of inquiry.

9.5 Service

Faculty Member service expectations can include contributions within the State's Higher Education System, University, and local, state, national and international communities that involve the applied use of one's scholarship, teaching, and or practitioner based expertise. Faculty Member service is aimed at benefiting students, academic units, the campus, the University, the discipline, the profession, and society. Beyond the expectations defined, all faculty members are required to serve on one college or university committee per academic year.

9.5.1 Expectations Defined

A satisfactory evaluation requires service in at least two of the following categories each year. A commendable evaluation requires service in at least three of the outlined service categories. An excellent evaluation requires service in at least four of the outlined service categories.

To be eligible for promotion and tenure, a faculty member must maintain a consistent record of satisfactory service.

To be eligible for promotion, non-tenure track Faculty Members must maintain a consistent record of satisfactory service and receive commendable or excellent evaluations on three of the annual reviews considered within the promotion evaluation period.

To be eligible for promotion and tenure, tenure track Faculty Members must maintain a consistent record of satisfactory service. Tenure track Faculty Members are released one service standard category, therefore satisfactory evaluations for annual

reviews require service in one category, commendable evaluations for annual reviews require service in two categories, and excellent evaluations for annual reviews require service in three categories.

Faculty Members within the rank of Associate or Full are encouraged to take leadership roles within service categories (e.g. committee/taskforce chairperson, advisor to student association, board of directors for professional associations, editor or reviewer for journal or trade publications).

9.5.2 Categories of Service

Each of the following categories provides options for service within the area of: College, Institution, Student, Community, and Profession service.

1. Service to the College: Faculty Members serving on a College committee/workshop per academic year.
2. Service to the Institution: Faculty Members serving as member of a task force; being an elected member in faculty governance; serving on accreditation/evaluation committees; and serving on search, faculty senate, or other committees at the College or University level.
3. Service to Students: Faculty Members serving individual students and groups of students beyond the normal scope of course instruction. These activities may involve advising students on academic paths, educational goals, and career goals; serving as the faculty advisor for a student organization; serving as a faculty mentor for a student; and providing multiple letters of referral or recommendations.

4. Service to the Community: Faculty Members' professional activities that contribute to the community beyond the immediate University reach, such as engaging in economic or community development activities; participating in collaborative endeavors with schools, industry, or civic agencies; and communicating hospitality focused learning and discovery in popular and non-academic publications including newsletters, radio, television, and magazines (representing a significant contribution by the Faculty Member).

5. Service to the Profession: Faculty Members' activities designed to enhance the quality of the Hospitality profession, such as volunteer work within a professional society or organization; serving as an elected officer of a professional society; serving or chairing professional society standing or ad hoc committees; organizing a professional conference, workshop or symposium; participating in accreditation activities for other institutions; editing a professional journal; reviewing for professional journals; reviewing for funding agencies; serving on review panels for awards; and establishing professional or academic standards.

Other service deemed appropriate and significant by a Promotion and Tenure (P&T) Committee will be considered. The P&T Committee reserves discretion to count multiple forms of service within the same category.

10. Formative Evaluations [77]

Each department must establish a system by which probationary faculty in their department are to be formatively evaluated to help improve their performance on teaching, service, and research. This formative evaluation shall not be linked either directly or indirectly to the summative evaluation process.

A formal formative evaluation must be provided to all faculty when they are at the mid-point of their probationary appointment. This evaluation must be in writing and it must contain recommendations to improve unsatisfactory performance. The evaluation is to be provided by the department chair.

11. Notice of non-reappointment [81]

The UNLV Bylaws define the minimum notice of non-reappointment for probationary faculty (Ch. III, Section 19.13.1).

In accordance with UNLV Bylaws (Ch. III, Section 6.6) probationary faculty are not allowed to appeal non-reappointment decisions. The probationary faculty member does not have a liberty or property interest in the appointment. However, the college shall furnish the non-reappointed probationary employee a reason for the non-reappointment decision.

Non-ranked faculty (lecturers) whose contracts are not renewed will also be given a reason for the non-reappointment decision.

12. Personnel Files [82]

Personnel files on faculty will be maintained at the department and college level and will be considered to be part of the university's master personnel file.

The files in the college and in the departments will be under the supervision of the Dean and the department chairs, respectively. The files are to be kept in a secured, locked place.

The contents of the files are to be limited to those items that are pertinent to a faculty member's work. No anonymous material except duly authorized student evaluation

summaries shall be placed in the file. Faculty are expected to retain individual student evaluations for a period of no less than 6 years.

The faculty member must be informed of the content of any material that is to be placed in or taken out of his/her file. The faculty member shall sign an accompanying statement acknowledging the modification of his/her file and a statement of approval of the modification shall be signed by the administrator in charge of the file.

A faculty member may make written comment upon any information contained in her/his file.

A log sheet shall be maintained listing name, date, and reason for access to personnel files by the custodian of the files.

If a faculty member objects to the inclusion, retention, or removal of any material in his or her file; s/he may make a written request to his/her administrator. If the faculty member is not satisfied with the decision of the administrator, personnel then s/he may appeal to the Faculty and Student Appeals and Grievance Committee or the University Grievance Committee.

13. Criteria for Promotion for Faculty in Residence (Added April, 2020)

13.1 Introduction.

Decisions about the promotion of Faculty in Residence within the William F. Harrah College of Hospitality are guided by three principles. First, a candidate's performance in the areas of teaching and service will be evaluated in terms of the significance of the work. Significant work is defined by its quality and impact. Examples of significant work are in the Appendix. Second, it is the candidate's responsibility to demonstrate the significance of his/her work by using these benchmarks or other direct evidence that clearly reveals its quality and impact. Third, reviewers from both the Hospitality College and Colleges within the University will be used in promotion decisions to evaluate evidence

regarding the significance of the candidate's work. Faculty in Residence evaluations for promotion are based on the significance of teaching and service activities.

13.2 Faculty in Residence defined.

Faculty in Residence carry increased teaching loads and significant service and stand for promotion along with all other faculty. Faculty in Residence have earned terminal degrees and bring both professional experience and academic credentials to their positions in the College. Faculty in Residence contribute to the undergraduate and/or graduate programs within the College and serve on and chair committees.

13.3 Eligibility for Promotion

An Assistant Professor in Residence is eligible to apply for promotion to Associate Professor in Residence during the fifth year and then for promotion to Professor in Residence during the fifth year after their first promotion. Assistants that have a strong record can submit their application in their fourth year. An Associate Professor in Residence is expected to be in rank for five years prior to applying for promotion to Professor in Residence.

13.4 Criteria for Promotion to Associate Professor in Residence

Distinctions between excellent and satisfactory performance within the College are based on the quality and impact of the work. For decisions regarding promotion to Associate Professor in Residence, the specific benchmarks for "excellent" and "satisfactory" performance in the areas of teaching and service are summarized in the following section. Faculty in Residence must demonstrate an overall pattern of "excellent" benchmarks in teaching and at least the "satisfactory" benchmarks in service as evaluated by the reviewers at the time of application for

promotion.

13.5 Expectations Defined for Teaching Excellence for both Associate and Professor in Residence

Evaluative decisions based on excellence in teaching rest on the significance of this activity. The candidate's teaching referenced within the dossier demonstrates the significance of his/her particular teaching-related activities according to established benchmarks (see section 13.12) or other direct evidence of its quality and impact.

There are many ways that a candidate can achieve an excellent rating in teaching, and a detailed case should be made by the candidate. As a general standard; however, the accomplishment of (but not limited to) a combination of the following activities would likely achieve a rating of "excellent" in teaching:

- A consistent record of effective teaching practices, as represented by independent evaluations of one's teaching portfolio, peer reviews of teaching, and student evaluations.
- Recipient of an external award for teaching from an honorary, learned, and/or professional society. A University-wide award for teaching-related activities is an equivalent criterion.
- A clear pattern of course and grading rigor, as shown in course syllabi, course requirements, and the distribution of course grades.
- Significant involvement in curriculum development, including the design of multiple courses for undergraduate and/or graduate concentrations within a Departmental or multi-disciplinary program.
- A substantial record of extensive and successful mentoring of students,

independent studies and/or student projects.

- Demonstrated involvement in service-learning activities.

13.6 Satisfactory Ranking in Teaching

The ranking of satisfactory performance in teaching involves activities that do not achieve the expectations for "excellent" in teaching. Over the candidate's evaluation period for promotion, the following benchmarks for satisfactory performance in teaching would likely include all of the following activities:

- Participation in formal or informal efforts to improve teaching on a continuous basis.
- A clear record of satisfactory peer reviews of teaching, and student evaluations.
- Participation in some mentoring activities, including serving on graduate and undergraduate committees, independent studies, and/or student projects.

13.7 Expectations Defined for Service

A satisfactory or higher rating in service is required for promotion to Associate Professor in Residence. A commendable or higher rating in service is required for promotion to Full Professor in Residence. The benchmarks for achieving this ranking involve measure of the quality and impact of the service activities (see Appendix A for specific indicators).

The candidate's service referenced within the dossier demonstrates the significance of his/ her particular service-related activities according to established benchmarks or other direct evidence of its quality and impact. Ratings in service are evaluated by the reviewers at the time of application for promotion.

13.8 Criteria for Promotion to Professor in Residence

The rank of Professor in Residence is awarded to those who have gained recognition for their teaching and service contributions, maintained a strong record of quality teaching-related activities, and provided significant service duties within the unit, the University, the profession, and the community.

A successful candidate for promotion to Professor in Residence has a clear record of significant contributions across the range of Faculty in Residence responsibilities. It is incumbent upon the candidate to make an argument about the quality of such achievements. Generally speaking, the following demonstrate acceptable indicators of quality and impact (see Appendix A for specific indicators of quality/impact):

- Favorable external reviews (within the University) of the quality and impact of the candidate's teaching and service.
- Evidence of steady and active participation in teaching-related activities, including course and curriculum development, authorship or co-authorship of textbooks, and student mentoring at both the undergraduate and graduate levels.
- Recognition by industry trade organizations, conference presentations, keynotes, workshops, and/or seminars.
- A record of leadership in University and/or professional service, including major administrative positions within the University that may be open to Faculty in Residence, chairing University level committees, and/or service through appointments or elected positions within professional

associations, and/or community organizations.

13.9 Documentation for promotion

Candidates for promotion are required to submit a portfolio through Folio that documents their significant contributions in teaching and service. The portfolio includes a short narrative statement and specific information that is necessary for external reviewers to make an informed evaluation of the quality and impact of the candidate's work. The necessary elements of these portfolios include the following:

Indicators of the Significance (Quality and Impact) of the Work

Teaching Portfolio

- A narrative summary (1 page) of a teaching philosophy, including one's goals and expectations surrounding teaching.
- A listing of major teaching activities over the evaluation period (e.g., lists of courses taught and numerical summaries of student evaluations of them, curricular development, student mentoring activities, and other pedagogical activities). The evaluation period begins from the date of last promotion.
- Evidence of the quality and impact of teaching-related activities (e.g., awards, certifications, presenter in Excellence in Teaching Expo and/or workshops or other assessments of learning gains).
- Internal and external peer reviews (e.g. Online Education conducts observation of online courses and/ or College of Education conducts observation of in person teaching). The Chair, or someone designated by the Chair, will conduct a teaching evaluation within the first 2 years of hire and 2 years prior to the promotion application.

- Copies of course materials (e.g., syllabi, handouts, and assignments/projects/exams) for one graduate and one undergraduate class. Provide materials for two different undergraduate courses if not involved in graduate teaching.

Service Portfolio

- A listing of major service activities and one's role (e.g., member, chair, associate) within each of the following areas: (1) institutional academic and administrative service (e.g., Department, College, and/or University), (2) professional service (e.g., serving on editorial boards, reviewing textbooks for publishers, holding elected/appointed positions in professional associations or honorary societies), and (3) community service (e.g., workshops, public outreach/education activities related to the candidate's field).
- External evidence of the quality and quantity of the work associated with these service activities.

External Reviews

- An external reviewer will be of an academic rank that exceeds the applicant's from outside the College, but within the University. The applicant's Chair will obtain two letters from external reviewers. One letter will be from persons selected from a list of names provided by the candidate, and one will be persons not suggested by the candidate. The latter letter will be derived from a list generated by the Department Chair.

Chapter 5. The Students [83]

1. Introduction. A college is charged with a specialized purpose inasmuch as it must seek, disseminate and use knowledge in pursuing

truth.

The pursuit of truth is a sensitive undertaking that flourishes only under special conditions or circumstances. To create and sustain these special conditions, the academic community has long upheld these beliefs:

- That freedom of inquiry and freedom of expression are indispensable elements of academic life;
- That a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation or coercion;
- That respect for the rights of others is essential;
- That tolerance for different opinions is a fundamental requirement of the open forum;
- That adaptation and change are necessary processes for preserving and renewing an institution; and
- That neither violence nor the threat of violence has any place inside the academy.

2. Accordingly the William F. Harrah College of Hospitality recognizes the following rights as limited or regulated by the following corollary responsibilities

2.1 Inquiry & Expression [84]

Students collectively or individually have the freedom to examine and discuss all questions that are of interest to them and to express opinion publicly as well as privately.

However, students must, not only refrain from illegally obscene expression, but also from expression that disrupts or interferes with the rights of others.

Students shall not materially disrupt the operation of the college, nor disturb any classroom activity.

2.2 Protest [85]

Students are free to protest any topic or administrative policy that is deemed to be

important to them, but the freedom to protest carries with it the responsibility to ensure that the freedoms of others not protesting are respected.

Protest activities are not to disrupt classroom activities or the general operation of the college.

2.3 Off Campus Activities [86]

Students are free from college restriction of off- campus activities except where the name of the college is authorized in an activity of a group of students, faculty, or both.

It is the responsibility of students to divorce membership in the college from off-campus activities that are not sanctioned by the college.

3 Social Events [87]

All college social events sponsored by student organizations or groups whether on-campus or off must be in accord with existing Nevada laws; city ordinances; the University of Nevada System Code; UNLV Bylaws, rules and regulations; and the William F. Harrah College Code and policies.

This rule particularly applies to the laws governing the possession and consumption of alcoholic beverages.

4 Academic Honesty [88]

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The William F. Harrah College of Hospitality expects that both faculty and students will honor these principles:

No student shall knowingly, without authorization from a faculty member procure, provide or accept any materials, which contain questions or answers to any examination or assignment.

No student shall, without authorization, complete, in part, or in total, any examination or assignment for another person.

No student shall, without authorization allow

any examination or assignment to be completed, in part or in total, by another person.

No student shall knowingly plagiarize or copy the work of another person and submit it as his or her own.

A violation of this code may result in punishment as severe as expulsion from the college and the university

5 Student Misconduct Appeals [89-94]

5.1. Students who have been charged with violating college rules and regulations shall be granted a hearing by the college after the appeal process through administrative channels has been exhausted. The appeal process through administrative channels shall proceed from faculty member, to department chair, to Dean of the college.

The appeal process must be initiated at each level within 14 calendar days after a decision is reached at the previous level.

5.2. If the student is not satisfied with the decisions rendered through the administrative channels, the student then may appeal to the college's Faculty and Student Appeals and Grievance Committee within 14 calendar days after receiving the Dean's disposition of the case.

This committee has been established to ensure that the students of the William F. Harrah College of Hospitality receive their basic due process rights.

Once the student has received written notice by the college Dean that s/he is in violation of the college's rules and regulations; the student then has 14 days to respond.

The student may elect to voluntarily admit to the alleged violation and waive any right to further appeal.

The student may elect to do nothing, which will be interpreted as a "no contest" response.

The student may elect to appeal the decision of the Dean by filing a written appeal with

the college's Student Appeals and Grievance Committee.

5.3 If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits of exhibits, which the college intends to submit at the hearing.
- The student may, if s/he so elects, be represented by counsel.
- The student shall be permitted to hear all of the evidence brought against him/her or at the very least, be given the names of the witnesses and an oral or written report on the facts to which each witness testifies.
- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present who give evidence.
- The student shall be permitted to present witnesses and other evidence on his/her behalf.
- The student shall be entitled to refuse to answer any questions. The student is entitled to an explanation of the reasons for any decision rendered against him or her.
- Those who hear the case must reach a decision based solely on the facts of the case.
- As the standard of proof (i.e. measure of persuasion) at the hearing, the complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the Dean for final disposition at the college level. Students who are not satisfied with the Dean's reconsideration may elect to continue their case through the university's appeal process.

5.3. Grade Appeals. [91-92]

Students who believe that a grade rendered by a faculty member is not representative of their performance may elect to appeal the grade.

The student should make an informal

appeal to the faculty member no later than thirty (30) days after the student has received the grade.

If the faculty member refuses to alter the original grade, the student may then appeal to the faculty member's department chair. The student must appeal to the department chair within 14 calendar days after receiving the faculty member's decision.

If the student does not receive satisfaction from the department chair, the student may then appeal to the EADAA. An appeal to the Dean must be initiated no later than two weeks after receiving the department chair's decision.

If the student is dissatisfied with the EADAA's rendered decision, the student may then appeal (in writing) to the college's Faculty and Student Appeals and Grievance Committee within 14 days after receiving the EADAA's decision.

If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits or exhibits which the faculty member intends to submit at the hearing.
- The student may, if s/he so elects, be represented by counsel.
- The student shall be permitted to hear all of the evidence presented by the faculty member on how the student's grade was computed.
- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present that give evidence.
- The student shall be permitted to present witnesses and other evidence on his/her behalf.
- The student shall be entitled to refuse to answer any questions.
- The student is entitled to an explanation of the reasons for any decision rendered against him or her.
- Those who hear the case must reach a

decision based solely on the facts of the case.

- As the standard of proof (i.e. measure of persuasion) at the hearing, the complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the Dean for final disposition at the college level.

Students who are not satisfied with the Dean's reconsideration may elect to continue their case through the university's appeal process.

5.4 Student Grievances [93-94]

Student grievances are defined as an act or an omission to act by the college's staff, faculty, or administration that allegedly results in an adverse impact upon a student's reputation and/or academic standing in the college, or is a direct violation of the Code of the College, the UNLV Bylaws, or the University of Nevada System Code.

Students who have grievances against faculty or administrators of the college should first seek redress for their grievances from the alleged perpetrator's administrator.

The student should contact the administrator within 14 calendar days after the alleged grievance occurs.

If the student believes that s/he did not receive adequate redress from the administrator, the student should then contact the administrator's superior within 14 calendar days after the administrator rendered his/her decision.

This process should continue until a decision is rendered by the college's Dean.

If the student is not satisfied with the Dean's decision, the student may then make a written appeal to the college's Student Appeals and Grievances

Committee within 14 calendar days after receiving the Dean's rendered decision.

If an appeal is filed with the committee, the student shall be entitled to the following:

- The student shall be given the opportunity to inspect any affidavits of exhibits, which the college intends to submit at the hearing.
- The student may, if s/he so elects, be represented by counsel.
- The student shall be permitted to hear all of the evidence concerning the grievance, or at the very least, be given the names of the witnesses and an oral or written report on the facts to which each witness testifies.
- The student and/or her/his counsel shall be permitted to ask questions of the witnesses present that give evidence.
- The student shall be permitted to present witnesses and other evidence on his/her behalf.
- The student shall be entitled to refuse to answer any questions.
- The student is entitled to an explanation of the reasons for any decision rendered against him or her.
- Those who hear the case must reach a decision based solely on the facts of the case.
- As the standard of proof (i.e. measure of persuasion) at the hearing, the student complainant shall be required to prove charges of rule violation by "clear and convincing evidence".

The committee's recommendation will then proceed to the Dean for final disposition at the college level.

Students who are not satisfied with the Dean's reconsideration may elect to continue their case through the university's grievance process.

