

Department of Accounting
Lee Business School
University of Nevada, Las Vegas
Department Bylaws
(last revised May2013)

BYLAW NUMBER 1 - DEPARTMENTAL BYLAWS

- 1.1 The purpose of these bylaws is to set forth policies for the faculty and staff of the Department of Accounting. Each full-time member of the faculty and staff will be given a copy of these bylaws. As bylaws are changed, created or deleted, members of the faculty and staff will be provided with appropriate updates.
- 1.2 Bylaws must be approved at a scheduled fall or spring department faculty meeting by a majority of the full-time faculty present at the meeting. New bylaws or revisions of existing bylaws may be initiated by written request from three or more faculty members. The Department Chair may initiate new or revised bylaws at his or her discretion.

BYLAW NUMBER 2 - DEPARTMENT OF ACCOUNTING FUNDS

- 2.1 The Department Chair will provide the faculty with an annual report on the status of all departmental funds. The report will include the beginning balances of each fund, inflows during the year identified by source, outflows during the year identified by expenditure type (e.g. travel, computer purchases, office support, etc.), and ending balance. This report will be provided with the agenda for the fall faculty meeting each year.

BYLAW NUMBER 3 - DEPARTMENT CHAIR

- 3.1 The Department Chair shall be nominated by election to a maximum of a three-year term (Section 2.3, LBS Bylaws). Individuals' names will be placed into consideration at a fall or spring department faculty meeting. All full-time faculty members, except those being considered for the position, may vote. Voting will be done after discussion of the candidates, and will be by secret ballot. To win election, a candidate must obtain a simple majority of the votes. Votes will be counted after all eligible faculty members have cast their ballots or after two working days from the day of the meeting at which the nominations were made, whichever is earlier.

- 3.2 The department faculty may request removal of the Department Chair. A meeting of the faculty held to discuss removal of the Department Chair may be called by written petition signed by any three full-time faculty members. The petitioners will schedule the meeting at least five working days in advance, during a fall or spring semester, and at a time when none of the full-time faculty is teaching class. The senior faculty member (based on rank and date of rank at UNLV) at the meeting, who is not the Department Chair and who is willing to chair the meeting, shall chair the meeting. Voting will be done after discussion of the issues, and will be by secret ballot. All full-time faculty members, except the Department Chair, may vote. Votes will be counted, by the faculty member chairing the meeting and the next highest ranking faculty member, after all eligible faculty members have cast their ballots or after two working days from the day of the meeting at which the Chair removal was discussed, whichever is earlier. If a majority of those voting (for this purpose, an abstention is not counted as a vote) vote for removal of the Department Chair, the faculty member chairing the meeting will forward the recommendation to the Dean as the recommendation of the department. The Department Chair will be given the results before they are presented to the Dean. If a majority of those voting vote to retain the Department Chair, the results will be given only to the Department Chair.
- 3.3 At the spring faculty meeting during the Department Chair's second year of the three-year term, the department full-time faculty shall elect a three-person committee to carryout the evaluation of the Department Chair. The committee shall conduct the evaluation in accordance with Section 2.4 of the LBS Bylaws.
- 3.4 An external search for a Department Chair shall be conducted in accordance with LBS Bylaw 2.3.1. The search committee shall be elected by the department. The search committee shall consist of three full-time faculty. The senior faculty member (based on rank and date of rank at UNLV) on the search committee, who is not the Department Chair, shall chair the committee.
- 3.5 In the event an interim chair needs to be appointed any full-time tenured faculty member may be nominated. At a fall or spring departmental faculty meeting all full-time faculty members present at the meeting may vote for an interim chair. The senior faculty member (based on rank and date of rank at UNLV) who is not nominated for interim Department Chair, shall chair the meeting. If no nominee receives a majority of votes, the faculty shall vote again on the two nominees that received the greatest number of votes. Discussion and voting shall continue until one nominee receives a majority of the votes.

BYLAW NUMBER 4 - FACULTY TRAVEL

- 4.1 All faculty travel is contingent upon the availability of travel funds.
- 4.2 Before requesting travel funds, faculty must get approval, in writing, for funding from the Department Chair.
- 4.2 Faculty will schedule their travel so they minimize the impact on their classes. In any case, faculty will not miss more than one class of each section taught, per conference, without approval of the Department Chair.

BYLAW NUMBER 5 - PERSONNEL RECOMMENDATIONS

- 5.1 The Department Promotion and Tenure Committee shall consist of the tenured faculty assigned to the Department of Accounting. The Promotion and Tenure Committee shall vote for or against requests for promotion in rank or appointment with tenure, and make formal recommendations to the Department Chair (or to the Dean if the Department Chair is the candidate). The Department Promotion and Tenure Committee will also conduct a mid-tenure review of all non-tenured tenure track faculty members and make a formal recommendations to the Department Chair (or to the Dean if the Department Chair is the candidate). The faculty member elected by the faculty to serve as the department representative on the LBS Promotion and Tenure Committee will chair the department committee.
- 5.2 The Department Teaching Peer Evaluation Committee shall consist of three faculty members elected by the faculty to serve staggered three-year terms. Each year one committee member's term will expire and a new member will be elected. The member whose term is expiring may be re-elected. The committee shall elect its chair. Faculty will submit for review and evaluation the materials requested by the committee. Faculty members must provide documentation to support items included in the evaluation materials. The committee will forward to the Department Chair a numeric evaluation (on a scale of 1 to 5) for each faculty member.
- 5.3 The Department Research Peer Evaluation Committee shall consist of three faculty members elected by the faculty to serve staggered three-year terms. Each year one committee member's term will expire and a new member will be elected. The member whose term is expiring may be re-elected. The committee shall elect its chair. Faculty will submit for review and evaluation the materials requested by the committee. The committee will forward to the Department Chair a numeric evaluation (on a scale of 1 to 5) for each faculty member.

- 5.4 The Department Service Peer Evaluation Committee shall consist of three faculty members elected by the faculty to serve staggered three-year terms. Each year one committee member's term will expire and a new member will be elected. The member whose term is expiring may be re-elected. The committee shall elect its chair. Faculty will submit for review and evaluation the materials requested by the committee. Faculty members must provide documentation to support the items included in the evaluation materials. The committee will forward to the Department Chair a numeric evaluation (on a scale of 1 to 5) for each faculty member.
- 5.5 For tenure track faculty, the Department Chair shall meet with the tenured faculty and thereafter incorporate in the chair's annual evaluation the sense of the tenured faculty on the progress of the candidate towards tenure and promotion (UNLV Bylaws, Chapter III, Section 8.3)
- 5.6 The Department Chair will give faculty members their annual evaluations, their numeric merit evaluations, and promotion and tenure recommendations before forwarding them to the Dean. Faculty members may submit a formal appeal and request for reconsideration to the Department Chair before the department recommendations are forwarded.
- 5.7 As stated in the LBS Bylaws (Article II, Bylaw 2.5.1) only tenured professors shall vote for candidates for tenure in the Department. Only associate and full professors in a Department shall vote for candidates for promotion to associate professor in the Department. Only full professors in the Department shall vote for candidates for promotion to full professor in the Department.

BYLAW NUMBER 6 - GENERAL POLICIES

- 6.1. The faculty shall communicate with the Department Chair to determine the classes to be taught and individual schedules.
- 6.2. All changes in department curricular programs of study must be approved by the faculty.
- 6.3. For tenured faculty, professional responsibilities and performance expectations shall be discussed by the individual and the Department Chair annually. Non-tenured faculty will discuss their performance with the Department Chair semi-annually.
- 6.4. Faculty meetings will be called by the Department Chair as needed. A faculty meeting may also be called by formal request of any three full-time faculty members.

BYLAW NUMBER 7 – FACULTY RECRUITING

- 7.1 The Department Chair will initiate the recruitment process by submitting a position request to the Dean of the LBS. Upon approval of a faculty position, the Department

Chair shall advertise widely for personnel to fill the vacant position and all members of the department shall be encouraged to initiate appropriate contacts.

- 7.2 There will be a Department Search Committee for each search. The committee members will be elected each academic year. The committee will consist of three full-time faculty and the Department Chair. The full-time faculty members will be nominated at a fall or spring department faculty meeting and elected by a vote of the full-time faculty. Votes will be counted after all eligible faculty members have cast their ballots or after two working days from when voting commenced. The Department Chair will chair the committee.
- 7.3 At a fall or spring department faculty meeting the Department Search Committee will submit the eligible candidates to the faculty. The faculty will discuss the candidate recommendations and vote on the candidates to bring on campus for an interview
- 7.4 After a candidate's formal on-campus interview the faculty will vote on whether to extend the candidate an offer. Only faculty that interacted with the candidate will be eligible to vote. A simple majority of the voting faculty must vote in favor of the candidate to extend an offer. If there are more candidates than positions, the candidate receiving the fewest favorable votes will be eliminated. Voting will continue until the appropriate number of candidates is reached.
- 7.5 All UNLV affirmative action guidelines will be followed in the hiring process.