

# FINANCE DEPARTMENT BYLAWS

(Revised as of February 6, 2003)

## 1.0 DEPARTMENT MEETINGS

- 1.1 There shall not be less than one department meeting in each semester of each academic year.
- 1.2 Department meetings shall be called by the department chair, as necessary, or by not less than one third of the department members by presenting a written petition to the chair which states the meeting's agenda and a proposed time and place for the demanded meeting. In any event, department members shall receive not less than four college working days written notice of each department meeting unless circumstances clearly demand a meeting on shorter notice.
- 1.3 The chair shall include the preliminary agenda in the first notice of a department meeting. Any member of the department may contribute items to a meeting agenda by informing the chair not less than two days before the scheduled meeting. The chair will inform the department, in writing, of any added items not less than one day before the scheduled meeting. Any item not contained in the final agenda shall not be eligible for approval unless an emergency exists which precludes advance notice or unanimous consent of those present agree to take up the matter.
- 1.4 A majority of the members of the department shall constitute a quorum. "An affirmative vote" shall mean an affirmative vote by a majority of the department members present, or represented by proxy, at a properly called department meeting. An affirmative vote shall be necessary to pass or approve any motion.
- 1.5 A department member is a tenured or tenure-track faculty member whose position offer resulted from an affirmative majority vote of the department as provided by Finance Department Bylaw 2.1.5.

## 2.0 PERSONNEL

### 2.1 Vacant Positions

- 2.1.1 A vacant position is defined as a full-time, tenure or non-tenure track professional (teaching or administrative) faculty position.
- 2.1.2 The chair shall prepare a recruiting proposal and the recruiting proposal shall be voted upon by the department at a properly called meeting and then forwarded to the dean. The chair shall broadly advertise for personnel to fill vacant professional positions and all members of the department shall be encouraged to initiate appropriate contact.

- 2.1.3 All applications for the position shall be evaluated by an ad-hoc committee comprised of at least three (3) faculty members elected by the department. An affirmative vote will be required before a candidate is brought to campus at university, college, or department expense.
- 2.1.4 The chair will coordinate the interviewing and recruitment process while candidates are visiting Las Vegas and the campus.
- 2.1.5 An affirmative vote of those shall be required before any candidate is offered a professional position in the Finance Department.

## 2.2 Promotions and Tenure

- 2.2.1 The chair will solicit, gather, and compile data relevant for each promotion, tenure and mid-tenure review decision. The department peer review committee (as provided by Finance Department Bylaw 4.1) shall prepare a written recommendation to the department.
- 2.2.2 All relevant information gathered by the chair shall be distributed to the faculty for consideration not less than five college working days prior to the meeting during which a vote will occur.
- 2.2.3 A majority vote of the department's tenured faculty present, at a properly called meeting, shall be required as the department's recommendation for the granting of tenure and favorable mid-tenure review.
- 2.2.4 A majority vote of the department's associate and full professors present, at a properly called meeting, shall be required as the department's recommendation for the granting of promotion to the rank of associate professor.
- 2.2.5 A majority vote of the department's full professors present, at a properly called meeting, shall be required as the department's recommendation for the granting of promotion to the rank of full professor.
- 2.2.6 The department's vote and the peer review committee's recommendation shall be reported to the dean by chair.
- 2.2.7 Any member of the department may request consideration for promotion and tenure at an appropriate time during each academic year. After a proper vote has been completed, the considered candidate may, if dissatisfied, request a reconsideration by the department and submit to the department any information or material deemed appropriate.

## 2.3 Participation

- 2.3.1 Each member of the department under consideration for promotion or tenure or other personnel matters shall be informed of the time and place of the meeting in which he or she will be considered. The faculty

member under consideration shall not be present at that portion in the meeting and shall not vote on personnel matters concerning him or her. Voting shall be a secret ballot for the vote stated thereon.

- 2.3.2 There shall be no proxy voted in personnel matters. (Specifically including, but not limited to, tenure or promotion).
- 2.3.3 Voting faculty is defined for personnel matters as tenured or tenure track members of the department.

### 3.0 BYLAWS: AMENDMENTS, ENFORCEMENTS, AND INTERPRETATIONS

#### 3.1 Amendments

Bylaw provisions may be amended by a two-thirds vote of those at a properly called department meeting for that purpose. Bylaw provisions may be suspended by a unanimous vote of all members of the department faculty. Faculty members with proxies shall be allowed to vote on the amendments to the bylaws. All amendments to the bylaws shall be effective immediately upon adoption.

#### 3.2 Enforcements

- 3.2.1 Faculty members, as defined under Finance Department Bylaw 1.5, may bring a complaint alleging a material violation of the bylaws by the chair to the peer review committee or to an ad hoc committee comprised of three (3) members elected by the department. After an investigation, including discussion with the chair, the designated committee may, by a majority vote, recommend a censure, a vote of no confidence, or any other sanction, if any, it deems appropriate.
- 3.2.2 The recommendation shall next be submitted to the faculty members and discussed at a meeting called for that purpose. Alternate sanctions may also be introduced at the meeting. After discussion, the faculty members may vote on the committee's recommendation, or any other sanction introduced by a motion of a faculty member. A two-thirds vote will carry any recommendation. Any sanction passed shall be submitted to the dean's office for inclusion in the chair's personnel file.

#### 3.3 Interpretations

If a question(s) arises as to the meaning of a bylaw provision(s), a faculty member may present his or her interpretation of the provision(s) to the peer review committee or an ad hoc committee elected by the department. The designated committee shall make a recommendation to the faculty members in a meeting called for that purpose. An affirmative vote will carry any recommendation.

#### 4.0 DEPARTMENT PEER REVIEW COMMITTEE

- 4.1 A peer review committee will consist of three (3) tenured faculty members from the Finance Department to be determined by annual election. Faculty members elected to the committee will have one year terms and may not serve more than two consecutive terms. Each faculty member from the Finance Department will have three non-cumulative votes to cast in the election for peer review committee members.
- 4.2 The peer review committee will conduct periodic evaluations pursuant to the college and department guidelines.

#### 5.0 CHAIR

- 5.1 The chair will serve a three-year term and may not serve more than two consecutive terms.
- 5.2 The chair will be elected at a properly called faculty meeting. The nominee who has the majority vote will be elected. The peer review committee will report the department's vote to the dean.
- 5.3 A second-year evaluation of and a vote of confidence for the chair are to be performed by the peer review committee or an ad-hoc committee comprised of three (3) faculty members elected by the department. The chair shall be evaluated in accordance with the UNLV College of Business Bylaws. The evaluation of and the vote of confidence for the chair shall be voted upon by the department faculty present at a properly called meeting. The department's vote shall be forwarded to the dean by the designated committee.

#### 6.0 DEPARTMENT RECORDS

- 6.1 All department records including, but not limited to, financial records and information concerning candidates for open professional positions shall be available to all department members at all reasonable times. Personnel records shall not be considered as departmental records.

#### 7.0 DEPARTMENT POLICY MANUAL

- 7.1 Policy may be amended or added to the department policy manual by an affirmative vote.