

**University of Nevada, Las Vegas  
Howard R. Hughes College of  
Engineering  
Department of Civil and Environmental  
Engineering and Construction**

**Rules and Bylaws**

**May 1, 2013**

**PREAMBLE**

The Nevada System of Higher Education Code and University of Nevada, Las Vegas Bylaws delegate authority to the faculty of the Department of Civil and Environmental Engineering and Construction to create a set of Bylaws to govern the internal operation of the Department. The Nevada System of Higher Education Code, the ByLaws of the University of Nevada, Las Vegas and the Howard R. Hughes College of Engineering take precedence over any inconsistency with these Department Bylaws.

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## CHAPTER 1 - ORGANIZATION OF THE DEPARTMENT

### **Section 1.1 The Department Faculty: Composition**

- 1.1.1 The Department Faculty shall consist of all persons holding a full-time contract with the University of Nevada System for professional services as Lecturer, Instructor, Assistant Professor, Associate Professor, or Professor with 50 percent or more of their time assigned to the Department. Only Department Faculty are eligible to vote at the Department Faculty meetings.
- 1.1.2 Adjunct faculty assigned to the Department shall be non-voting adjunct members of the Department Faculty.
- 1.1.3 Each full time faculty member at the rank of Assistant, Associate, and Professor shall be recommended by the Department Chair for membership to the Graduate Faculty in accordance with the Graduate College Bylaws.

### **Section 1.2 Department Faculty: Responsibility**

- 1.2.1 The Department Faculty, under the direction of the Department Chair, shall have authority over all matters of internal educational policy and faculty welfare of the Department. The Department Faculty shall prescribe the Bylaws under which it will administer the program(s) of study for which the Department has responsibility. Such Bylaws must be consistent with the provisions of the UNLV and College of Engineering Bylaws.

### **Section 1.3 Changes in Department Structure**

- 1.3.1 Actions to split, eliminate, or consolidate the existing programs within the Department shall be based on the vote of the Department Faculty (Considered a Class A action).
- 1.3.2 New programs within the Department can only be established with approval by a vote of the Department Faculty (Considered a Class A action).

## Chapter 2 - ADMINISTRATION OF THE DEPARTMENT

### **Section 2.1 Officers of the Department**

- 2.1.1 The chief administrative officer of the Department is the Chair. Other administrative officers will be recommended by the Chair and approved by a majority vote of the Department Faculty.

## **Section 2.2 Purpose and Procedure of the Department Faculty Meetings**

- 2.2.1 Purpose. Department Faculty meetings are held for the purpose of receiving information, discussing Department matters of faculty interest, and taking such action on issues as the Department Faculty may deem appropriate.
- 2.2.2 Scope. The Department Faculty may recommend action to the appropriate authority on any matter of general Department interest.
- 2.2.3 Quorum. A quorum shall consist of a simple majority of the Department Faculty.
- 2.2.4 Action. Action by the Department Faculty shall be through a motion approved by a majority of the Department Faculty members present at a meeting where a quorum is constituted.
- 2.2.5 Presiding Officer. The Chair shall be the presiding officer at meetings of the Department Faculty. In his or her absence, a Department faculty member designated by the Chair will preside.
- 2.2.6 Administrative Support. The Chair shall be responsible for providing administrative support for the Department Faculty meetings.
- 2.2.7 Meetings. The Chair shall call at least one Department Faculty meeting per regular (Fall/Spring) academic semester. Other Department Faculty meetings shall be called by the Chair as he/she deems necessary. The Chair shall call a special meeting of the Department Faculty upon receipt of a written request signed by at least three of the voting members of the Department Faculty. Such a meeting shall be held within 10 days of receiving the request.
- 2.2.8 Agenda. The date, time, place, and agenda of each meeting of the Department Faculty shall be communicated to the Department Faculty at least one week in advance of the meeting. The agenda shall allow opportunity for the introduction of new business by any member of the faculty.
- 2.2.9 Minutes. A copy of the minutes of each meeting of the Department Faculty shall be distributed to each member of the Department Faculty within ten days after the meeting. Such minutes shall constitute the official record and notice of official actions and positions of the Department Faculty.
- 2.2.10 Class A Actions. Actions taken by the Department Faculty which substantially alter or affect Department policy and/or program shall be designated as Class A actions.
  - 2.2.10.1 The Department Faculty shall determine by simple majority of those present and voting in a Department Faculty meeting whether any action shall be designated a Class A action.
  - 2.2.10.2 Every Class A action shall be submitted to each voting member of the Department Faculty along with a ballot (in written or electronic format) to be

returned within a reasonably specified time limit. Ballots shall be counted by the Executive Committee. All members of the Department Faculty are expected to vote in a Class A action.

- 2.2.10.3 Except for amendments to these Bylaws and removal of the Department Chair, approval by a simple majority of the all voting members of the Department Faculty shall be required for passage of any Class A action. Chapter 7 governs amendments to these Bylaws. Section 2.7 governs votes for removal of the Department Chair.
- 2.2.11 Elections. Elections other than Chair in the Department shall proceed according to Robert's Rules of Order. The Chair shall call for nominations, secret ballots shall be cast, the ballots counted by the Chair.
- 2.2.12 Proxies. Proxy votes shall not be allowed in votes taken by the Department Faculty.
- 2.2.13 Absentee Voting. Department Faculty who expect to be out of town for an important vote may cast an absentee ballot directly with the Chair prior to the meeting when the vote will be taken.
- 2.2.14 Parliamentary Procedure. All proceedings in Department Faculty meetings shall be governed by Robert's Rules of Order. These Bylaws take precedence in case of conflict with Robert's Rules of Order.

### **Section 2.3 Committee Structure**

- 2.3.1 The ongoing activities of the Department related to faculty, staff, students, and curriculum shall be conducted to a large extent by committees made up of faculty and, in some cases, staff and students. The standing committees of the Department shall be the Curriculum and Assessment Committee, and the Graduate Affairs Committee. The Executive Committee is a permanent Department Committee. The Chair will appoint *ad hoc* committees as may be desired from time to time. The Chair is a non-voting *ex officio* member of all committees.
- 2.3.2 Each committee shall be responsible for establishing its own operating procedures. The operating procedures of the standing committees must be approved by the Department Faculty because these committees report directly to the Department Faculty. The chair of each standing committee shall be elected by the vote of Department Faculty. The chair of each committee shall be responsible for the preparation of committee reports and recommendations and for their distribution to the Department Faculty. When requested by the Department Chair, the committee chair will provide oral reports and recommendations at Departmental Faculty meetings.
- 2.3.3 The term of service on a committee in any capacity shall be for two academic years, renewable for one term. When possible, faculty committee members shall be elected in staggered terms such that about one-half of the membership carries over to the following

year.

- 2.3.4 No faculty member shall serve as chair of more than one standing committee at the same time.
- 2.3.5 The limitations imposed by Sections 2.3.3 and 2.3.4 do not apply to *ad hoc* committee service.
- 2.3.6 Replacement committee members shall be selected in the same way that the person being replaced was selected.
- 2.3.7 Faculty members nominated for any committee shall have the right to refuse service on that committee. Such refusal does not negate the Faculty member's on-going service requirements.

### **Section 2.4 Standing Committees**

#### 2.4.1 Curriculum and Assessment Committee

- 2.4.1.1 **Membership.** The Curriculum and Assessment Committee shall consist of at least three elected members representing the breadth of Department technical areas.
- 2.4.1.2 **Chair.** The Curriculum and Assessment Committee chair shall be elected by a vote of the Department Faculty. The committee chair shall be a voting member and shall serve a term of two years. The committee chair shall serve as the Department representative to the College Curriculum Committee.
- 2.4.1.3 **Functions.** The Curriculum and Assessment Committee shall receive curricular changes and proposals from the Department Faculty and act upon them in accordance with the provisions of Chapter 4. The purpose of the Curriculum and Assessment Committee is to foster the orderly development of the course offerings and new curricula in the Department. In general, the Curriculum and Assessment Committee reviews course and curricular offerings, and makes recommendations to the Department Faculty, with appropriate justification, for forwarding such proposals to the College Curriculum Committee. The Curriculum and Assessment Committee is also responsible for managing all departmental course and student assessment processes supporting both ABET accreditation and university requirements. The Curriculum and Assessment Committee may conduct its business either electronically or through committee meetings.

#### 2.4.2 Graduate Affairs Committee

- 2.4.2.1 **Membership.** The Graduate Affairs Committee shall consist of at least three elected members representing the breadth of graduate degree programs offered by the Department.
- 2.4.2.2 **Chair.** The Graduate Affairs Committee chair shall be elected by a vote of the Department Faculty. The committee chair shall be a voting member and shall

serve a term of two years. The Chair and/or a member of the Graduate Affairs Committee shall represent the Department to the Graduate College as decided by the Department.

2.4.2.3 Function. In general, the Graduate Affairs Committee manages through its chair the operations of the Department's graduate degree programs. The Graduate Affairs Committee shall support the Department in graduate student recruitment, admissions, program assessment, and timely graduate degree completion. With regard to policy changes, it makes recommendations to the Department Faculty, with appropriate justification and forward such proposals to the Graduate College if appropriate. The Graduate Affairs Committee may conduct its business either electronically or through committee meetings.

#### 2.4.3 Standing Committee Terms and Elections

2.4.3.1 Terms. Terms for all standing committees will be on an Academic Year basis regardless of when elections are held. All terms will typically begin or end on the official reporting date for Faculty for the Fall semester. In the event of replacement elections, terms of the election will be clearly stated during the election process. A member may only serve two consecutive terms even if one or both terms are as committee chair.

2.4.3.2 Elections. Elections for standing committee membership may be held at any time. Elections late in the Spring semester for positions starting in the ensuing Fall semester should be the norm.

### **Section 2.5 Department Executive Committee**

2.5.1 Membership. The Department Executive Committee shall consist of the Chair, standing committee chairs, and at least three other elected members representing the breadth of Department technical areas. The Chair shall serve as Department Executive Committee chair. The Department Chair recommends grouping of the technical areas for the purpose of determining the members of Executive Committee. The recommendation shall be approved by a vote of majority of the Department Faculty.

2.5.2 Function. The Department Executive Committee serves an advisory role to the Chair on matters of importance to the Department. The committee members are expected to report back to the technical areas they represent on the deliberations of the Department Executive Committee

#### 2.5.3 Executive Committee Terms and Elections

2.5.3.1 Terms. Terms for the Executive Committee will be on an Academic Year basis regardless of when elections are held. All terms will typically begin or end on the official reporting date for Faculty for the Fall semester. In the event of replacement elections, terms of the election will be clearly stated

during the election process. A member may only serve two consecutive terms.

- 2.5.3.2 Elections. Elections for Executive Committee membership may be held at any time. Elections late in the Spring semester for positions starting in the ensuing Fall semester should be the norm.

## **Section 2.6 Other Committees**

### 2.6.1 *Ad Hoc* Committees

- 2.6.1.1 Membership. The Chair shall appoint such *ad hoc* committees as may be desired from time to time. All *ad hoc* committees must have representation from at least two Departmental technical areas.
- 2.6.1.2 Function. An *ad hoc* committee is formed for a special purpose by the Chair, by recommendation of the Department Executive Committee, or by vote or recommendation of the Department Faculty. The composition of an *ad hoc* committee is announced and a specific charge issued upon formation of the committee. In many cases, such a committee is appointed annually for a specific purpose. Examples of *ad hoc* committees include faculty search, strategic planning, or ABET accreditation.

### 2.6.2 Department Representatives to College and UNLV Committees

- 2.6.2.1 Function. Department representatives shall seek for and adhere to Department's positions on the issues under consideration in College and University committees.
- 2.6.2.2 Selection. The selection of Department Faculty members to serve as representatives on any College or University Committee shall be in accordance with applicable College, Faculty Senate, and University guidelines.
- 2.6.2.3 Recall Provisions. Any Department representative elected or appointed by the Department who accumulates unexcused absences amounting to one-third or more of scheduled meetings, or any such individual who is absent from three meetings in succession or any such individual guilty of malfeasance may be recalled upon approval of a recall motion by a majority of those in attendance at a Department Faculty meeting. A replacement Department representative shall be elected by a majority vote on a secret ballot at that same meeting.

### 2.6.3 Committee to Evaluate the Chair

- 2.6.3.1 Membership. The committee to evaluate the Chair shall consist of at least three Department Faculty members and at least one Department staff member. Nominations of appropriate individuals shall be made to the Dean, and the



Dean shall appoint the committee including selection of the committee chair.

- 2.6.3.2 **Function.** This committee shall be responsible for establishing the criteria for the periodic evaluation of the Chair in accordance with UNLV Bylaws, Chapter III, Section 14.3, overseeing the process, and producing final, written evaluation reports. The committee shall conduct such evaluation of the Chair no less than once every three years. Such evaluation shall be designed to assess the level of confidence in which the Chair is held by the faculty and staff of the Department. All academic and nonacademic faculty and staff in the Department shall be given the opportunity to provide input. The report shall include an assessment of the Chair's performance of assigned duties within the standards of effectiveness and efficiency. The final evaluation report shall be provided to both the Chair and Dean. When available, these reports shall be given consideration in the annual evaluations written by the Dean.
- 2.6.3.3 **Confidentiality of individual evaluations and comments.** Any forms and reports involved in this process shall include a statement regarding the confidentiality of the evaluation. Evaluations completed by individuals shall be compiled by a third party outside the Chair's office. In order for comments from individuals to be considered in the evaluation, the comments must be signed; however, the name of the person making the comment shall not be released to the Chair. A signature is not required on an evaluation form if no comments are made. The original evaluations completed by individuals or groups shall not be provided to the Chair; instead, compiled results should be provided.
- 2.6.3.4 **Response from the Chair.** At a minimum, the Chair shall notify the Committee of receipt of the evaluation report. Ideally, the Chair would respond in writing to specific items in the review.

## **2.7 Selection of Department Chair**

- 2.7.1 **Normal Procedure.** The selection process shall be as specified in UNLV Bylaws. Under normal circumstances, the Department Chair is elected by a secret ballot by a majority of the Department Faculty in a Department meeting called for this purpose in the November of last academic year of the current Chair's term of appointment. The term of office will begin on the following July 1. The Department Chair, term of office, and timing must be approved by the Dean, the Executive Vice President and Provost, and the President.
- 2.7.2 **Alternative Procedure.** The Dean, after consultation with unit faculty and the Executive Vice President and Provost, may decide to conduct a national search for a new Chair. The Dean shall appoint a search committee consisting of at least three Department Faculty members and at least one Faculty member from another College unit. This committee shall conduct the search in accordance with applicable UNLV Bylaws.

- 2.7.3 The removal of a Department Chair from office shall follow the process outlined in the UNLV Bylaws. The faculty may seek removal of the Chair by a secret ballot vote of at least two-thirds of voting members of the Department Faculty.
- 2.7.4 Limit on service. The normal term of service is three years, renewable for one term. The maximum term of service is six years.

## CHAPTER 3 - POLICIES AND PROCEDURES RELATING TO FACULTY

### **Section 3.1 Faculty Recruitment and Hiring**

- 3.1.1 Recruitment of Faculty. The recruitment of faculty for the Department is initiated by the development of a written job description for the requested position(s). The requests are then prioritized within the Department by the Faculty and Chair and then by the Dean after consulting with the Department Chair. Rules and requirements for recruiting and hiring of faculty as promulgated by the UNLV Human Resources Department and the EEO/AA Officer. After approval to conduct a search is secured, the search committee screens applicants to determine a list of qualified candidates each of whom satisfies the job description requirements. The qualified candidates are ranked following guidelines and procedures specified by UNLV Human Resources and the top candidates – the actual number depends on travel budget limitations – are typically invited for on-campus interviews. The Chair and the Search Committee will each recommend a candidate for hire to the faculty. The faculty shall determine the candidate they wish to recommend for appointment based upon a vote of all eligible faculty. The Chair shall submit all application materials to the Dean for approval and further action.

### **Section 3.2 Personnel Recommendations**

- 3.2.1 Personnel recommendations relative to tenure, promotion or appointment to academic rank, salary increases, and merit raises shall be in accordance with policies and procedures as set forth in the UNLV Bylaws, Chapter III, Section 6, and in the College and Department Bylaws.

### **Section 3.3 Work Loads for Academic Faculty**

- 3.3.1 The work load policy will be determined by the Chair, in consultation with the Department Faculty and subsequently with the Dean, in accordance with the mission and priorities of the Department and applicable College and University policies.

### **Section 3.4 Annual Evaluation of Department Faculty**

- 3.4.1 Every Department Faculty Member, in accordance with Bylaws, shall be evaluated annually by the Chair. The Department Chair shall be evaluated by the Dean and by the Department Faculty in accordance with Chapter 2 of these Bylaws.

- 3.4.2 The primary source of information used in the evaluation process is the annual report prepared by each faculty member at the end of each calendar year. This document provides information and documentation concerning their teaching, research, scholarship, professional service, University service, and community service.
- 3.4.3 According to UNLV Bylaws, Chapter III, Section 8, each faculty member shall be evaluated in terms of teaching, scholarship, and university and community service. The Department Chair shall be responsible for evaluating each faculty member and completing an evaluation report. The evaluation report must be signed by the Department Chair and the Faculty Member.
- 3.4.4 In the event that a faculty member disagrees with the evaluation, he or she may submit a written response to the evaluation and may submit the written response to the evaluation to the College Faculty Affairs Committee.

### **Section 3.5 Appointments, Tenure, and Promotion**

- 3.5.1 Awarding tenure and promotion shall be in accordance with the System, UNLV, and College Bylaws.
- 3.5.2 Voting for Appointments, Tenure, and Promotion
  - 3.5.2.1 Eligibility
    - 3.5.2.1.1 All Department Faculty are eligible to vote for new faculty appointments regardless of rank. The vote will be reported to the Dean by rank, and to Department Faculty as appropriate.
    - 3.5.2.1.2 Only Associate Professors and Professors are eligible to vote for appointment to the rank of Associate Professor.
    - 3.5.2.1.3 Only Professors are eligible to vote for appointment to the rank of Professor
    - 3.5.2.1.4 Only tenured faculty can vote for tenure.
  - 3.5.2.2 Procedures and Requirements
    - 3.5.2.2.1 A department recommendation for tenure and/or promotion requires a majority vote of eligible voting faculty. In a case where both tenure and promotion is being considered, a Department's positive recommendation requires the vote of majority of eligible faculty for both tenure and promotion.
    - 3.5.2.2.2 Voting for promotion and/or tenure shall be conducted by separate secret ballots, and counted by the Department Chair and at least one member of the Department Executive Committee.

### **Section 3.6 Merit Salary Increases**

- 3.6.1 Merit salary increases shall be recommended in accordance with the System, UNLV, and College guidelines.

### **Section 3.7 Appeal of Personnel Decisions**

- 3.7.1 Appeal of personnel decisions shall be conducted in accordance to the System, UNLV, and College Bylaws.

## **CHAPTER 4 - PROCEDURES FOR APPROVAL OF NEW OR REVISED CURRICULA**

### **Section 4.1 Curricular Matters**

- 4.1.1 The Department Curriculum and Assessment Committee is responsible for reviewing and recommending curricular changes for Department action. Major revision of the existing program and proposal of new program are considered Class A actions. Other curricular changes require the vote of majority of the Department Faculty forming a quorum at the Department meeting considering curricular changes, unless the proposed changes are elevated to Class A action as specified in Chapter 2.
- 4.1.2 Changes of course title, number, description and prerequisites are governed by the UNLV Bylaws and must be approved by the College Curriculum Committee and the Faculty Senate Curriculum Committee.

## **CHAPTER 5 - GRIEVANCE PROCEDURES**

### **Section 5.1 Definition of Grievance**

- 5.1.1 The grievance definition and procedure shall be conducted in accordance to the System, UNLV, and College Bylaws.

## **CHAPTER 6 - PREPARATION OF BUDGET**

### **Section 6.1 Budget Request**

- 6.1.1 Department Chair with consultation of the Department Executive Committee shall make and develop annual budget requests and recommendations which shall be forwarded to the Dean.

## CHAPTER 7 - AMENDMENT OF THE BYLAWS AND SUSPENSION OF RULES

### Section 7.1 Amendment of Bylaws

- 7.1.1 Amendments to these Bylaws or suspension of any procedural rule for a specific purpose shall be conducted in the accordance with the System, UNLV, and College Bylaws. Amendments to the ByLaws can be of any length including complete replacement.
- 7.1.2 At least 2/3 of all eligible voting members of the Department Faculty must approve any amendment to the ByLaws.

*These ByLaws were approved by the faculty of the Department of Civil and Environmental Engineering in April 2013 by a vote of 15 FOR, 0 AGAINST, and 0 ABSTENTIONS. 1 faculty member was on sabbatical. 1 faculty member was recovering from an illness. 2 faculty did not cast a ballot.*