

# **Rules and Bylaws**

**Department of Electrical and Computer Engineering  
University of Nevada, Las Vegas  
Las Vegas, NV 89154**

**(Modified and approved 4, November 2002)  
(Modification 15, March 2013 – Approved 4/17/2013)**

## **1 The Department Faculty**

### **1.1 Composition and Responsibility**

**1.1.1** During the normal academic (B-contract) year, the voting 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 Full Professor with 50% or more of their duties within the Department of Electrical and Computer Engineering. A Faculty member on sabbatical leave may attend meetings and vote in the normal fashion, but will not be counted for the purpose of determining the number of members needed for a quorum. Between successive academic (B-contract) periods, the voting Department Faculty shall consist of those persons who were members of the voting Department Faculty during the previous Spring Semester and who have signed a contract for the following academic year by the terms of which contract they will be members of the voting Department Faculty.

**1.1.2** The Department Faculty, under the direction of the Chair, shall have authority over matters of educational policies of the department, including faculty welfare.

**1.1.3** Adjunct faculty shall consist of those individuals holding adjunct appointments with duties in the department of Electrical and Computer Engineering. This includes visiting faculty positions. Part-time faculty shall consist of those qualified persons who accept “one-semester / one- year” appointments to teach specific courses within the Department of Electrical and Computer engineering. Adjunct faculty members, part-time faculty members, and visiting faculty members are not members of the voting Department Faculty.

**1.1.4** Adjunct faculty, part-time faculty, and other non-voting teaching faculty may be requested to serve in an advisory capacity in various departmental educational policies

## **2. Faculty Meetings**

### **2.1 Purpose and Procedure**

#### **2.1.1 Purpose**

The department faculty shall hold meetings for the purpose of receiving information and taking action on any matter of general educational polices or faculty interest.

#### **2.1.2 Quorum**

A quorum shall consist of a simple majority of the voting Department Faculty.

#### **2.1.3 Presiding Officer**

The Department Chair shall be the presiding officer at meetings of the Department Faculty. In his/her absence, he/she will designate another faculty member to preside. The presiding officer is a voting member of the faculty.

#### **2.1.4 Meetings**

A regular department meeting shall be held each semester. The first meeting should be within the first two weeks of start of classes. Other meetings may be called by the Department Chair or by a written request of at least one-third of the Department Faculty. A meeting called by the Department Faculty must be held within five (5) school days of the request. Meetings shall be scheduled to avoid class conflicts.

#### **2.1.5 Emergency Meetings**

An emergency meeting shall be scheduled, when a simple majority of the voting Department Faculty declare, by signature, that an emergency exists. An attempt to contact all members will be made. The notification requirements of section 2.1.7 are suspended for Emergency Meetings.

#### **2.1.6 Action**

Action by the Faculty shall be initiated by a motion at a meeting where a quorum exists. Approval of a motion shall require the vote of a majority of the voting Faculty present or voting by absentee ballot.

#### **2.1.7 Agenda**

The date, time, place, and agenda of each meeting of the Department Faculty shall be published by the Presiding Officer in a memorandum to the Department Faculty at least three school days in advance of the meeting. The agenda shall allow opportunity for the introduction of new business. Any member of the Department Faculty may circulate a meeting-related memorandum to the Faculty prior to the meeting. However, changes in the circulated agenda shall occur as prescribed in Robert's Rules of Order.

#### **2.1.8 Minutes**

Minutes of department faculty meetings are necessary when actions on matters of general educational or faculty policies are taken. The Department Chair has the responsibility of recording and distributing a copy of the minutes to faculty members within one week after the meeting. When approved, such minutes shall constitute an official record of the actions of the Department. Minutes will not be official until approved at the next faculty meeting.

#### **2.1.9 Class A Actions**

Actions taken by the department which substantially alter or affect department policy, department Chair, or organization may be designated as class A actions.

**2.1.9.1** The Department Faculty shall determine by simple majority of those present by voting in a department meeting on whether any action shall be designated as class A.

**2.1.9.2** A class A action shall be submitted in writing to the Department Faculty, along

with a ballot to be returned within a specified time limit. All voting members of the Department Faculty are expected to vote in a class A action.

**2.1.9.3** Approval by a majority of the Department Faculty is required for the adoption of any class A action.

### **2.1.10 Proxies**

Proxy votes will not be allowed in Department meetings. If a faculty member cannot attend a department meeting, he/she is permitted absentee voting on agenda items.

### **2.1.11 Procedure**

Robert's Rules of Order shall govern the conduct of department meetings in case of conflict of the department Chair's procedure.

## **3 Committees**

The department shall have the following committees:

### **3.1 Standing Committees**

#### **3.1.1 Undergraduate Committee**

The Undergraduate Coordinator shall chair this committee and his/her duties are to be consistent with the College of Engineering guidelines. Responsibilities of this committee may include the following:

The function is to foster the orderly development of undergraduate electrical and computer engineering course offerings. In general, the committee, chaired by the Undergraduate Coordinator, reviews course and curricular modifications and recommends changes according to accreditation guidelines.

- Provide needed information to faculty mentors in terms of curriculum changes and course evaluation
- Coordinate faculty mentoring activities, e.g., assign students to faculty mentors; communicate with mentors about issues affecting advising, registration, graduation, etc.
- In conjunction with the Department Chair, coordinate and participate in department recruitment, orientation, and retention activities
- Facilitate assessment and accreditation process and prepare the required reports.

#### **3.1.2 Graduate Committee**

The task is to see that the graduate program is properly conducted, to evaluate graduate courses, serve as admissions committee, and supervise qualifying and comprehensive exams. The Graduate Coordinator shall chair this committee and his/her duties are to be consistent with the Graduate College guidelines.

#### **3.1.3 Planning Committee**

Duties are to include revision of bylaws, priority issues, and additions to existing

programs, enrollment management, facilities and space.

### **3.1.4 Faculty Affairs Committee**

This committee primary function is to serve in an advisory capacity to the Chair on matters relating to faculty annual evaluation, and merit evaluation. In accordance with the UNLV Bylaws, the evaluation process for annual evaluation shall be separate from merit evaluation. At the request of the Chair, the committee shall hear faculty and student grievances and make recommendations to the Chair regarding action on these grievances.

### **3.2 Appointment**

With the exception of the Faculty Affairs Committee, the Undergraduate Coordinator, and the Graduate Coordinator, the Department Chair shall appoint members of the each standing committees above, In addition, the Department Chair shall appoint ad hoc committees as may be required from time to time. The Faculty Affairs Committee, the Undergraduate Coordinator and the Graduate Coordinator are elected by the Department Faculty. Member to the College Standing Committees listed in the College Bylaws is voted for two-year terms by the department Faculty before 31, August of the year. Members to the College ad hoc committees are appointed by the Chair and/or the Dean.

### **3.3 Term of Service**

The term of service for a member of any standing committee shall be for one year, except for the Undergraduate Coordinator and the Graduate Coordinator whose terms extend for three years. The membership will be announced before 31, August of every year. The term of each committee member begins at the date of appointment, and ends at the time of appointment of a designated successor. Members of ad hoc committees serve until discharged by the Department Chair.

### **3.4 College Committees**

Membership in College Standing Committees listed in the College Bylaws is voted for a two-year term of service by the Department Faculty before 31, August of the year. Membership to the College ad hoc committees are appointed by the Chair and/or the Dean.

## **4 Personnel Policy and Procedures**

### **4.1 Selection and Appointment of Personnel**

Recommendation for appointment to professional positions by the Chair shall require the approval of a majority of the Department Faculty in a department meeting.

### **4.2 Selection of Department Chair**

The selection of the Chair is governed by Section 10.9 of the UNLV Bylaws. The Department Chair shall be nominated by the Department Faculty. A secret ballot will be held for this purpose, and votes from a majority of the Department faculty are required to secure the nomination, In the event the department faculty is unable to nominate a chair, the College Dean will nominate one after consulting with the faculty. Candidates must be

acceptable to the Dean and to the Vice President for Academic Affairs. The appointment to such position is made by the University President.

#### **4.2.1 Terms of Office**

The Chair will normally be appointed for a three-year term, ending on June 30, unless other terms are specified at the time of the appointment. A given person may serve a maximum of two consecutive terms as the Chair. The department recognizes the time consuming nature of the Chair's duties and recommends that his/her teaching load be reduced accordingly.

#### **4.2.2 Qualifications**

The Chair must be a tenured professor of the department faculty. Exceptions may be made only by the expressed written consent of the Dean and the Vice President for Academic Affairs.

#### **4.2.3 Method of Appointment**

The department nomination process will take place in March prior to expiration of the previous term. The name of the nominee will be forwarded by the Dean, through appropriate channels, for appointment by the president.

#### **4.2.4 Procedure for Removal from Office**

The Department Chair may be removed from office during his/her term by the President. The Vice President for Academic Affairs, the Dean or the Department Faculty may seek removal of the Chair. A class A action vote by the department faculty will constitute a recommendation for removal. The removal will become effective at the time a new Chair is appointed. The new Chair will fill the remaining term of the previous Chair.

### **4.3 Promotion and Tenure Procedure**

The procedures for consideration of promotion and tenure shall be as follows:

**4.3.1** The candidate should inform the Chair by July 1 of the academic year of application, and submit a detailed resume and a list of at least five references who can act as external reviewers. The Chair shall solicit letters stating objective evaluation of the candidate's contributions while at UNLV. The candidate shall coordinate with the Chair and have the application material ready for the Department Promotion/Tenure Committee by early September of the year when the candidate applies for promotion/tenure.

**4.3.2** All tenured Department faculty members and one faculty member from outside the department will form the promotion committee. All the members of the committee shall hold rank higher than the candidate. The candidate will recommend the outside member who will be a full voting member. This committee reports to the Department chair. The Department Chair is not a voting member.

**4.3.3** The candidate will submit a tenure (promotion) statement to the committee regarding his/her role in the department, past, present, and future. The candidate will also submit a resume plus any other supporting documents he/she deems appropriate. Typical

documentation consists of course evaluations, annual evaluations, proposals, scholarly publications, etc.

**4.3.4** All the above material will be circulated to all members of the Tenure (Promotion) committee. The candidate will be present at the first meeting of the committee, after the circulation of the tenure (promotion) file. This meeting will give the committee and the candidate a chance to elaborate and clarify the information in the file. Subsequent meetings will be held without the candidate to discuss his/her suitability for tenure and/or promotion.

**4.3.5** Voting shall be by secret ballot at the last meeting, after which the Department Chair shall write a summary report to the Dean. Recommendations to the Department Chair for granting or denial of tenure or promotion shall require a majority vote of the committee. The report to the Dean will include the names of the committee members and the spirit of the discussions along with the final vote and the Chair's evaluation of the candidate. In case of a negative evaluation, the Chair should inform the candidate in writing, and it is the candidate's decision to either withdraw or send the application forward to the Dean.

#### **4.4 Guidelines For Evaluations**

##### **4.4.1 Evaluation of Research/Creative Activity**

Factors to be considered include journal articles, conference papers, books and monographs, patents awarded, proposal submissions and funding awards. It is recognized that a range of importance can be attached to efforts in each listed category, based on magnitude of the effort, prestige of the publication, reference in the Citation Index, and other similar quantitative and qualitative factors. The weight for each listed category will be assigned based on the current needs of the department, college and the university.

##### **4.4.2 Evaluation of Teaching Activity**

Factors to be considered include the number of courses taught, the type and level of courses, the number of new course preparations, and the scores attained on student evaluation of teaching forms. In addition, there are a number of factors not included in the usual teaching load assignments that add to the workload and should be considered. These include the number of completed graduate theses supervised, the number of independent study and senior projects supervised, new course or lab development work, and activities outside the classroom, e.g., short-courses, tutorials and seminars. Awards or complaints received can influence the evaluation of teaching performance.

##### **4.4.3 Evaluation of Service**

Factors to be considered includes service on University, College and Departmental committees, student advising, involvement with professional societies both at the local and national level, and community service. The evaluation of these activities will be based upon a best estimate of the time required rather than just a total of the number of committees or activities.

#### **4.5 Mid-Tenure Evaluation**

This review is intended to ensure that a tenure-track faculty member is making satisfactory progress towards tenure. The review is identical to the formal tenure process, but external letters are not required. The evaluation is performed during the third academic year of service. The faculty member will be given a written evaluation by the Department Chair. The faculty member may request two additional reviews after 18 and 54 month of service, but in the case of unsatisfactory mid-tenure progress, review after 54 months is mandatory.

#### **4.6 Merit**

While promotion and tenure decisions are based on the accumulative performance over a number of years, merit decisions are based on performance in the one-year evaluation period. The factors involved in merit decisions are the same as those discussed in Section 4.4. The faculty affairs committee will establish the criteria for merit evaluation. The Department Faculty Affairs Committee recommends merit only to those with outstanding achievement in at least one of the three areas of teaching, research and service, and at least satisfactory work in other areas. The chair will forward his/her recommendation along with the Faculty Affairs Committee recommendation and justification for any difference between the recommendations to the Dean's office.

#### **4.7 Annual Evaluation of Chair**

In order for the Department Chair to get feedback on his/her performance and level of confidence in which he/she is held by the Department faculty, an evaluation by the Department faculty shall be conducted every 12 months of service. The Dean's office will coordinate the evaluation.

#### **4.8 Faculty Workload**

At the beginning of each semester, the Chair will prepare a teaching load for each faculty member for the following semester, in accordance with the College policy for next calendar year. The Chair shall also assign other duties such as committee work, student advising and special events or projects for the year. The Chair and each faculty member will agree upon a projected workload for the next calendar year. This work-plan will be subject to review and modification during the course of the year.

#### **4.9 Annual Faculty Evaluation**

Annual evaluations of Faculty as required by the College and the Chair will be performed and the results will subsequently be submitted to the University. Inputs from departmental Faculty Affairs Committee may be solicited as part of the evaluation process. Faculty evaluations will be based upon the factors discussed in Section 4.4. Annual reports are due in Chair's office by early February. Evaluations are due back to faculty by early March. Signed evaluations are to be returned to the Chair one week later.

### **5 Amendment or Suspension of By-Laws**

#### **5.1 Amendment of By-Laws**

Approval by at least two-thirds of the Department Faculty in a class A action is necessary

for the adoption of any amendment to these By- Laws.

**5.2 Suspension of By-Laws**

Suspension for a specific purpose of any procedural clause may be accomplished at any department faculty meeting at which there is a quorum by unanimous consent of all members present.