

UNIVERSITY OF NEVADA, LAS
VEGAS COLLEGE OF LIBERAL ARTS

DEPARTMENT OF
HISTORY BY-LAWS

(Revised December 5, 2012)

Article 1: The Department of History

- 1.1 All full-time tenure-track and tenured faculty whose academic appointments are in the Department of History are voting members of the Department, except for promotion and tenure decisions. For promotion and tenure decisions, only full-time tenured faculty whose academic appointment are in the Department of History are voting members of the Department. Untenured, tenure-track faculty may attend and participate in all faculty meetings, without exception. Faculty-in-Residence and postdoctoral scholars may attend faculty meetings, except for personnel sessions, but do not have voting privileges. (11/12) (8/05) (9/96) (10/87)
- 1.2 No more than four student representatives - two graduate students in History and two undergraduate History majors - will be selected annually in September. The graduate representatives will be elected by graduate students in History, and the undergraduate representatives will be elected by undergraduate History majors and Education majors with a field in History. Student representatives will have full voting privileges on all Department matters except personnel decisions (promotion, tenure and hiring) and the selection of graduate assistants. Student representatives will act in an advisory capacity on personnel decisions but will not attend personnel sessions of the Department. (4/99)

Article 2: The Chairperson of the Department (4/91)

- 2.1 The Chairperson shall be elected triennially in February for the next three academic years by secret ballot by a majority vote of all voting members of the Department. (11/12) (9/96) (4/95)
- 2.2 The Chairperson shall be responsible for the administration of the Department. These responsibilities include, but are not limited to, appointing and charging committees as needed to conduct Department business; and, in consultation with the Department faculty and in accordance with the UNLV Bylaws and College and University Workload policies, assigning each faculty member specific courses. (11/12) (4/91)
- 2.3 In the event, the Chairperson is absent from campus for one regular semester an election will be held for the selection of an acting chairperson. (4/91)
- 2.4 The Chairperson serves at the pleasure of the Dean. A majority of the voting faculty

members of the Department may petition the Dean for removal of the chairperson.
(11/12)

- 2.5 The Chairperson may not serve for more than two consecutive triennial terms. (11/12)
- 2.6 The call for Chairperson nominations (including self-nominations) shall be announced three weeks prior to the election. Nominations may be made anonymously to the Department administrator or sitting Chairperson .(11/12)
- 2.7 A complete list of nominees shall be posted in a prominent public space in the Department one week prior to the election. (11/12)
- 2.8 The election shall take place during spring semester, no later than the last day of February. (11/12)

Article 3: Committees of the Department

- 3.1 The Department shall have such committees as are necessary to conduct its business.
- 3.2 The following are current standing committees of the Department:
Appointments, Awards, Bylaws, Curriculum/Teaching/Assessment, Graduate, Library, Personnel, Public History, and Travel.

Article 4: Meetings

- 4.1 The Chairperson shall call meetings of the Department whenever necessary. The Chairperson shall also convene the Department whenever one-fourth of the voting faculty members of the department requests such a meeting. (4/91) (11/12)
- 4.2 Advance notice of one or two days, if possible under the circumstances, shall be given for any emergency meeting; otherwise, the Chairperson shall circulate an agenda for a meeting one full week in advance. (11/98) (4/91)
- 4.3 A majority of full-time faculty members shall constitute a quorum.
- 4.4 Proxies may be counted in voting but not in a quorum.
- 4.5 Decisions shall be reached by a majority vote unless otherwise specified.
- 4.6 Secret ballots shall be required for all personnel matters.

Article 5: Amendment of By- Laws

- 5.1 The by-laws may be amended by a two-thirds majority of those qualified for voting at any meeting provided that notice of a proposed by-law change be given to voting members at least one week before the meeting.

Article 6: Parliamentary Authority

- 6.1: Robert's Rules of Order (Revised) shall be the guide to parliamentary procedure.

Article VII: Policies and Procedures Relating to Faculty Rights and Duties

- 7.1 All specified professional responsibilities and performance expectations shall be discussed by the individual faculty member and the Department chair. Individual workloads will be determined for a member of the faculty in accordance with the mission and priorities of the Department as specified by the Department's Workload Policy. Any disputes shall proceed through normal administrative channels. (11/12)