

UNIVERSITY OF NEVADA, LAS VEGAS

DEPARTMENT OF HEALTH PHYSICS

BYLAWS

Adopted: September 22, 1998

Revision 1: November 3, 1998

Revision 2: September 25, 2000

Revision 3: August 5, 2003

Revision 4: September 29, 2004

1 **BYLAW AUTHORITY AND AMENDMENT**

1.1 Delegated Authority

1.1.1 The Bylaws of the University of Nevada, Las Vegas (Chapter I, 4.4.1) delegates to each department within a college the authority to create bylaws congruent with University of Nevada, Las Vegas Bylaws and University of Nevada System Code to govern its internal operations.

1.2 Amendments to Bylaws

1.2.1 Amendments may be proposed by any member of the Department of Health Physics (DHP) faculty.

1.2.2 Proposals must be submitted in writing to the DHP Chair at least fifteen (15) working days prior to voting.

1.2.3 Proposed amendments with Chair recommendation, must be distributed to faculty at least five (5) working days prior to voting.

1.2.4 Voting on the proposed amendments can occur at a DHP faculty meeting or by mail ballots. If voting occurs by mail, the Chair shall assign a DHP faculty member to receive the ballots, act a teller and declare the results. If voting occurs in a meeting, the results will be declared by the Chair.

1.2.5 Adoption of a bylaw amendment requires a two-thirds majority of the voting membership of the DHP.

2 **MEMBERSHIP AND ORGANIZATION OF THE DEPARTMENT**

2.1 Faculty of the Department

2.1.1 A full-time faculty member under contract to the University and Community College System of Nevada, the majority of whose teaching load is in the DHP, shall be considered a member of the DHP faculty.

2.1.2 The duties of DHP faculty shall be defined in accordance with University Bylaws.

2.1.3 Duties of DHP faculty shall include:

2.1.3.1 Advancement of the academic activities and policies of the DHP, School, and University.

2.1.3.2 Provision of time (minimal 4 hours per week) for academic advisement and guidance of students.

2.1.3.3 Preparation of class materials and meeting with classes as scheduled.

2.1.3.4 Provision of opportunity for students and peers to evaluate teaching effectiveness.

2.1.3.5 Maintain a record of continuous research.

- 2.1.3.6 Professional and community activities for the purpose of bringing education, service and research together for the improvement of medical imaging and radiological protection.
- 2.1.3.7 Membership on Standing and Ad-hoc committees of the DHP, School, and the University as elected or appointed.
- 2.1.3.8 Evaluation and recommendation of DHP faculty for promotion and/or tenure.
- 2.1.4 Duties of adjunct faculty shall include, but not limited to:
 - 2.1.4.1 Formal classroom teaching as individually negotiated with the DHP Office.
 - 2.1.4.2 Consultation regarding course content.
 - 2.1.4.3 Acting as a resource person in the community to help seek out and direct faculty and students to additional learning and research experiences.
 - 2.1.4.4 Attendance at least one DHP faculty meeting per year.
- 2.1.5 Duties of DHP Graduate Faculty shall include, but are not limited to:
 - 2.1.5.1 Formal graduate classroom teaching as individually negotiated with the DHP Office.
 - 2.1.5.2 Participation as a member and/or chair of DHP graduate student Examination Committees.
 - 2.1.5.3 Serving as academic advisors to DHP graduate students.
 - 2.1.5.4 Directing graduate student research activities.
 - 2.1.5.5 Actively pursuing internal and external funding to support graduate students and research within DHP.
- 2.1.6 Duties of DHP Associate Graduate Faculty shall include, but are not limited to:
 - 2.1.6.1 Formal graduate classroom teaching as individually negotiated with the DHP Office.
 - 2.1.6.2 Participation as a member of DHP graduate student Examination Committees.
 - 2.1.6.3 Directing graduate student research activities.
- 2.1.7 Duties of part-time DHP faculty shall include:
 - 2.1.7.1 Development, implementation, and evaluation of one's teaching responsibility.
 - 2.1.7.2 Provision of time (minimum 2 hours/week) for academic advisement and guidance of students.
 - 2.1.7.3 Provision of opportunity for students to evaluate teaching effectiveness.

2.1.8 Workload of the faculty

2.1.8.1 The DHP utilizes the general guidelines of the University when establishing faculty workload. The expectation is that faculty will carry 12 credits per semester. The breakdown is as follows: 9 credits = 75% teaching; 3 credits = 25% research/creative activity and community service. Faculty who have specialized responsibilities that are consistent with the DHP Workload Policy may receive appropriate instructional release time.

2.1.8.2 The Chair will determine the workload of each faculty person each semester in accordance with the needs of the DHP.

2.1.8.3 The Chair shall invite faculty to submit specific requests as to scheduling or specific courses prior to publishing a tentative schedule.

2.1.8.4 A tentative class schedule will be shared at a DHP faculty meeting. When schedule changes occur the changes will be discussed by the Chair with the individual faculty member.

2.2 Programs Within the Department

2.2.1 Current programs within the DHP are:

2.2.1.1 Health Physics Graduate Program

2.2.1.2 Health Physics Undergraduate Program

2.2.1.3 Comprehensive Medical Imaging Undergraduate Program

2.2.1.4 Nuclear Medicine Undergraduate Program

2.2.1.5 Radiography Certificate Program

2.2.2 The formation of new programs or the elimination of existing programs may be recommended to the School by a two-thirds majority vote of the DHP faculty.

2.2.3 After department faculty vote for formation or elimination of a program, approval must be obtained from the School and the University in accordance with School and University Bylaws.

2.3 Administration of the Department

2.3.1 The chief administrative officer shall be the DHP Chair, who shall be on a twelve-month contract.

2.3.2 The term of the Chair shall be three years and may be renewed.

2.3.3 The duties of the Chair shall be as defined in the position description.

2.3.4 The Chair may be removed from office by initiation of the School Director, the Vice President of Academic Affairs, the Vice Provost for Health Sciences or at the formal written request of two-thirds of DHP faculty, or by resignation.

- 2.3.5 A Search Committee will recommend to the Director of the School candidates for appointment as Department Chair. The Search Committee will be comprised of three faculty elected from the DHP, and two School faculty appointed by the Director. The Director of the School may also serve as an ex-officio member of the Search Committee. The Chairperson of the Search Committee will be elected by the Search Committee. Faculty input will be directed to the Search Committee.
- 2.3.6 In the event that provisions of 2.3.5 are not fulfilled, upon recommendation of the Search Committee, an acting Chair shall be appointed by the Director of the School, with the understanding that recruitment for a permanent Chair shall continue.
- 2.3.7 The Chair shall be appointed by the President upon recommendation from the Vice President of Academic Affairs and the Director of the School.

2.4 Faculty Meetings

- 2.4.1 DHP faculty shall meet at least three (3) times each academic year. The meetings will be scheduled by the Chair. Meetings shall be scheduled during normal working hours, 8:00AM to 5:00PM, Monday through Friday. At least one week prior to a meeting, written notice of the meeting, including a tentative agenda, will be distributed. Notification of a meeting shall constitute notice to individual faculty to submit agenda items. Agenda items must be received by all DHP faculty members at least two days prior to the meeting. Proceedings of the meeting shall be conducted according to the most recent edition of Robert's Rules of Order Revised, except where proceedings conflict with these bylaws, then the departmental bylaws shall take precedence.
- 2.4.2 A quorum for the purpose of holding a meeting shall be defined as two-thirds of DHP faculty.
- 2.4.3 Additional faculty meetings may be called as necessary during the academic year. These meetings may be initiated by the Chair or by the written request of at least one-third of the DHP faculty.
- 2.4.4 The minutes for each meeting shall be distributed to the faculty within ten (10) working days.
- 2.4.5 Voting: DHP faculty, as defined in 2.1.1 shall each have one (1) vote. Decisions shall be made by a simple majority voting in favor of a motion unless otherwise designated in these bylaws. The Chair shall have a vote only in case of a tie.

2.5 Course Change Policies

- 2.5.1 The approval process for changes within the DHP curriculum follow the prototype of approval established by the University which is:

approval of departmental faculty, DHP administrative approval, college curriculum committee approval, college administration approval (College of Health Sciences and Graduate College if the course is graduate level) and approval of the appropriate university curriculum committee (undergraduate or graduate).

2.6 Program Change Policies

2.6.1 Major changes within a program of study must be approved utilizing the same process as identified above in the course policies.

3 **COMMITTEES OF THE DEPARTMENT**

3.1 Due to its relatively small size, there are no current standing committees within the DHP. Once the number of department faculty grows, appropriate standing committees may be established. Membership on DHP committees will be members of DHP faculty. Until formal committees are formed, decisions within the DHP that require faculty approval (e.g., curriculum) will be addressed during DHP Meetings and follow requirements set forth in 2.4.

4 **PERSONNEL**

4.1 Selection of Personnel

4.1.1 Recruitment for all full-time positions shall be initiated by the Department Chair.

4.1.2 When recruitment for a DHP faculty position occurs during the academic year, a DHP Search Committee shall be established. Membership on the Committee shall include a maximum of three DHP faculty, a maximum of two full-time faculty from other departments and/or autonomous programs in the School, and a minimum of one individual from outside the university with expertise in health physics or medical imaging. Search Committee members shall elect a Chairperson. The Chairperson of the Committee must be a DHP faculty member. The Committee shall review the completed files and recommend candidates whom they wish to interview to the DHP Chair. If recruitment occurs during the summer, functions of the Committee will be assumed by available DHP and School faculty.

4.1.3 Letters from applicants shall be answered by the Committee Chairperson.

4.1.4 A personnel file containing information that is essential for consideration of an applicant shall be compiled by the DHP Office.

4.1.5 The Committee Chairperson shall schedule all interviews with faculty applicants in accordance with policies as stated in the Administrative Manual and Affirmative Action Plan.

4.1.6 Following the interview, the Search Committee Chair shall provide recommendations to the DHP Chair.

4.1.7 Final recommendations concerning the applicant's status shall rest with the DHP Chair. The DHP Chair shall forward a recommendation to the Dean of the College of Health Sciences, suggesting academic rank, tenure or non-tenure appointment and salary. Guidelines for the initial contract shall be in accordance with the University Bylaws.

4.2 Terminal Degree

4.2.1 The DHP recognizes the Ph.D. as the terminal degree.

4.3 Academic Rank

4.3.1 The DHP follows the criteria for appointment and promotion in academic rank as defined in the UCCSN Code.

4.4 Tenure

4.4.1 The DHP follows the criteria for awarding of tenure as described in the UCCSN Code.

4.4.2 Mid-tenure review - An individual will be reviewed no later than halfway through the probationary period (generally in the third year of appointment) to identify strengths and weaknesses in the area of teaching, scholarship, and service. Specific timetables may be found in the CHS bylaws and the CHS mid-tenure review guidelines. Process and outcomes are found in the College Bylaws.

4.5 Application for Promotion or Tenure

4.5.1 A list of eligible candidates for promotion, mid-tenure review, or promotion and/or tenure will be prepared by the DHP Chair and each candidate notified.

4.5.2 The candidate for promotion and/or tenure will prepare the required documentation.

4.5.3 The documentation submitted by the candidate will be available for review by all DHP faculty.

4.5.4 DHP faculty shall vote on the candidates qualifications for promotion and/or tenure. The ballot is returned to the DHP Chair who summarizes the data according to positive and negative votes cast by faculty.

4.5.5 The DHP Chair recommends either promotion or non-promotion and/or tenure or non-tenure to the Director, of the School. A summary of the recommendations from the DHP Chair shall be made available to the faculty applicant.

4.5.6 The Director of the School recommends promotion or non-promotion and/or tenure to Provost.

- 4.5.7 The Provost may seek recommendations from the Faculty Senate Academic, Freedom, Tenure and Promotion Committee or others as appropriate.
- 4.5.8 The Provost recommends to the President.
- 4.5.9 The President recommends to the Board of Regents promotion to rank of Associate Professor or above and tenure.

4.6 Appeal Procedure For a Decision on Promotion and/or Tenure

- 4.6.1 In accordance with the UCCSN Code an individual faculty member has the right to appeal a decision on promotion and/or tenure made at any level. The following procedure shall be followed when appealing the recommendation of the DHP Chair:
 - 4.6.1.1 Any faculty member has the right to appeal the DHP Chair within fifteen (15) working days after having received written notification of the recommendation from the DHP Chair.
 - 4.6.1.2 A faculty may request a meeting with the DHP Chair to provide additional data. The DHP Chair shall consider the relevancy of any additional data provided.
 - 4.6.1.3 The DHP Chair shall notify the individual faculty member of the decision in writing.
 - 4.6.1.4 Appeals to decisions made outside the DHP will be made in accordance with the appropriate bylaws.

4.7 Faculty Annual Evaluation

- 4.7.1 Faculty will be evaluated on an annual basis according to the criteria established on the current UCCSN Code and within the time frame established by the UCCSN Code, and in accordance to annual evaluation criteria regarding teaching, research, and service established in the School.
- 4.7.2 Each faculty member must prepare and update a portfolio for use in evaluation. Such a portfolio should contain material judged to be pertinent to the evaluation of their performance in the areas of teaching, research, and service.
- 4.7.3 The DHP Chair shall be responsible for formulating a written synopsis from the evaluation data and the faculty member's portfolio.
- 4.7.4 The written evaluation shall be completed by the Chair, then shared with the faculty member and forwarded through the appropriate levels of review culminating with placement of the evaluation in the personnel file of the individual.
- 4.7.5 Failure to perform any of the duties specified in 2.1.3 may result in unsatisfactory ratings.

- 4.7.6 If the individual being evaluated disagrees with the written evaluation, he/she may submit a written rejoinder or may request in writing to the Director of the School, within 15 days to form a committee of peers for a reevaluation, according to the policies and procedures as outlined in the UCCSN code, and the UNLV and CHS bylaws.
- 4.7.7 At the request of the person being evaluated, the DHP Chair may identify a satisfactory course of action and time limit for improvement. This shall be approved by the Director of the School.

4.8 Salary Increase Policies

- 4.8.1 To be considered for merit increases the individual must be performing satisfactory in all areas of evaluation (teaching, research, and service) and must be outstanding in at least one category. The process and procedure for merit award is adopted by the School Faculty and is available for review from the Faculty Affairs Committee.