

UNIVERSITY OF NEVADA, LAS VEGAS
CLINICAL LABORATORY SCIENCES PROGRAM

BYLAWS

JUNE 2006

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 or school 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 faculty member in the CLS Program

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

1.2.3 Proposed amendments with CLS Program Director 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 Program faculty meeting or by mail ballots. If voting occurs by mail, the CLS Program Director shall assign a Clinical Laboratory Sciences faculty member to receive the ballots, act as teller and declare the results. If voting occurs in a meeting, the Clinical Laboratory Sciences Program Director will declare the results.

1.2.5 Adoption of a bylaw amendment requires a two-thirds majority of the voting membership of the Clinical Laboratory Sciences Faculty.

2 **MEMBERSHIP AND ORGANIZATION OF THE PROGRAM**

2.1 Faculty of the Program

2.1.1 A full-time faculty member under contract to the University and Community College System of Nevada, the majority of whose workload is in the Clinical Laboratory Sciences Program, shall be considered a member of the faculty.

2.1.2 The duties of Clinical Laboratory Sciences Faculty are defined according to University Bylaws.

2.1.3 Duties of full-time Clinical Laboratory Sciences Faculty shall include:

- 2.1.3.1 Advancement of the academic activities and policies of the Clinical Laboratory Sciences Program, School of Allied Health Sciences, and the 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 Adhering to accreditation requirements (NAACLS) relating to course content and outcomes objectives with evidence of periodic updating of course materials for professional and board exam requirements.
- 2.1.3.5 Evaluation of student academic performance fairly and in a timely manner.
- 2.1.3.6 Provision of opportunity for students and peers to evaluate teaching effectiveness.
- 2.1.3.7 Maintaining research and/or professional creative activity production at a level commensurate with academic rank and expertise within CLS and consistent with other School of Allied Health Sciences Faculty.
- 2.1.3.8 Professional and community activities for the purpose of bringing education, service and research together for the improvement of health care delivery.
- 2.1.3.9 Participation in development of the CLS Program through direct involvement in activities such as curriculum development, NMLPW sessions, NAACLS accreditation self-studies and site visits, recruitment related events, student appreciation events, etc.
- 2.1.3.10 Membership on standing and ad-hoc committees of the Clinical Laboratory Sciences Program, School of Allied Health Sciences, and the University as elected or appointed.
- 2.1.3.11 Evaluation and recommendation of Clinical Laboratory Sciences Faculty for promotion and/or tenure.
- 2.1.4 Duties of part-time Clinical Laboratory Sciences Faculty shall include:
 - 2.1.4.1 Development, implementation, and evaluation of one's teaching responsibility.

- 2.1.4.2 Provision of time for academic advisement and guidance of the student.
- 2.1.4.3 Provision of opportunity for students to evaluate teaching effectiveness.
- 2.1.4.4 Attend appropriate Program meetings.
- 2.1.5 Duties of Clinical Laboratory Sciences Adjunct Faculty include participation in (but not limited to):
 - 2.1.5.1. Formal classroom teaching as individually negotiated.
 - 2.1.5.2. Student learning experiences in individual facilities.
 - 2.1.5.3. Consultation regarding course content.
 - 2.1.5.4. Act as resource person in the community to help seek out and direct faculty and student to additional learning experiences.
 - 2.1.5.5. Attend appropriate Program meetings.
- 2.1.6 Workload of the faculty
 - 2.1.6.1 The Clinical Laboratory Sciences Program utilizes the general guidelines of the University when establishing faculty workload. The expectation is that faculty will carry 12 credits/contact hours per semester. The breakdown is as follows: 9 credits/contact hours = 75% teaching; 3 credits = 25% research/creative activity and community service. Faculty members who have specialized responsibilities that are consistent with the Clinical Laboratory Sciences Workload Policy may receive appropriate instructional reassignment time. Note: the CLS Program Workload Policy recognizes contact hours instead of credit hours for workload assignments.
 - 2.1.6.2 The Clinical Laboratory Sciences Program Director will determine the workload of each faculty member each semester in accordance with the needs of the Program and in consideration of individual faculty expertise within the disciplines of Clinical Laboratory Sciences.
 - 2.1.6.3 The Clinical Laboratory Sciences Program Director shall invite faculty members to submit specific requests as to scheduling or specific courses prior to publishing a tentative schedule.

2.1.6.4 A tentative class schedule will be shared at a Program faculty meeting. When schedule changes occur, the Clinical Laboratory Sciences Program Director will discuss the changes with the individual faculty member.

2.2 Programs Within the Program

2.2.1 Bachelor of Science in Clinical Laboratory Sciences

2.2.1.1 A Bachelor of Science Degree is awarded to those students who successfully complete the entry-level Bachelor of Science curriculum.

2.2.2 New programs may be formed only with the approval of a two-thirds majority of Clinical Laboratory Sciences Faculty.

2.2.3 Existing programs may be eliminated only with approval of two-thirds majority of Clinical Laboratory Sciences Faculty.

2.2.4 After Clinical Laboratory Sciences Faculty vote for formation or elimination of a program, approval must be obtained from the School of Allied Health Sciences and the University in accordance with School of Allied Health Sciences and University Bylaws.

2.3 Administration of the Program

2.3.1 The chief administrative officer shall be the Clinical Laboratory Sciences Program Director, who shall be on a twelve-month contract.

2.3.2 The term of the Clinical Laboratory Sciences Program Director shall be a minimum of three years with the possibility of renewal of terms.

2.3.3 An annual evaluation of the Clinical Laboratory Sciences Program Director will be completed by the Director of the School of Allied Health Sciences and will occur in accordance with the provisions of 4.8.

2.3.4 The duties of the Clinical Laboratory Sciences Program Director shall be as defined in the position description.

2.3.5 The Clinical Laboratory Sciences Program Director may be removed from office by initiation of the Director of the School of Allied Health Sciences, the Executive Vice President and Provost, or by resignation.

2.3.6 At the completion of the term the Clinical Laboratory Sciences Program Director may be re-appointed by the School of Allied Health Sciences Director.

- 2.3.7 In the event that the Clinical Laboratory Sciences Program Director is not reappointed for another term, and the School of Allied Health Sciences Director does not have a suitable candidate to appoint, a search committee will be formed and will be comprised of a minimum of two faculty elected from the Clinical Laboratory Sciences faculty and two School of Allied Health Sciences faculty appointed by the Director. The Director of the School of Allied Health Sciences 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. The search committee will then make their recommendation to the School of Allied Health Sciences Director.
- 2.3.8 In the event that provisions of 2.3.7 are not fulfilled, upon recommendation of the search committee, an acting Clinical Laboratory Sciences Program Director shall be appointed by the Director of the School of Allied Health Sciences, with the understanding that recruitment for a permanent Clinical Laboratory Sciences Program Director shall continue.
- 2.3.9 The Clinical Laboratory Sciences Program Director shall be appointed by the President upon recommendation from the Executive Vice President and Provost and the Director of the School of Allied Health Sciences.

2.4 Faculty Meetings

- 2.4.1 Clinical Laboratory Sciences Faculty shall meet at least two (2) times each semester during the academic year. The meetings will be scheduled by the Clinical Laboratory Sciences Program Director. Meetings shall be scheduled during normal working hours, 8:00 AM to 5:00 PM, Monday through Friday. At least three days 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 from all Clinical Laboratory Sciences Faculty and submitted to the Clinical Laboratory Sciences Program Director 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 Program bylaws shall take precedence.
- 2.4.2 A quorum for the purpose of holding a meeting shall be defined as two-thirds of Clinical Laboratory Sciences Faculty.
- 2.4.3 Additional faculty meetings may be called as necessary during the academic year. These meetings may be initiated by the Clinical Laboratory Sciences Program Director or by the written request of at least one-third of the Clinical Laboratory Sciences Faculty.

2.4.4 The minutes for each meeting shall be distributed to the faculty within ten (10) working days.

2.4.5 Voting: Clinical Laboratory Sciences 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 Clinical Laboratory Sciences Program Director 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 Clinical Laboratory Sciences curriculum follow the prototype of approval established by the University that is approval of Clinical Laboratory Sciences Faculty, Clinical Laboratory Sciences Program Director approval, School of Allied Health Sciences undergraduate curriculum committee, School of Allied Health Sciences graduate curriculum committee approval (where appropriate), and School of Allied Health Sciences administration approval (School of Allied Health Sciences and Graduate College).

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 PROGRAM**

3.1 Committee membership shall consist of three faculty members. The following are standing committees in the Clinical Laboratory Sciences Program:

3.1.1 Academic Review (Standards and Scholarship)

3.1.2 Curriculum

3.1.3 Admissions

3.1.4 Program Advisory (Community Board)

3.2 Meetings of the Standing Program Committees

3.2.1 Standing Committee meetings shall be held during each semester as deemed necessary.

3.2.2 The Chair/Director of the Committee will call meetings. Members will be notified in writing, including a tentative agenda, at least five (5) days in

advance of the regular meeting. Twenty-four hour advance notice will be required for a special meeting.

3.2.3 A quorum for the meeting will be established if two-thirds of the faculty membership is present.

3.2.4 Part-time and adjunct faculty may have ex-officio membership on committees.

3.3 Ad-Hoc Committees

3.3.1 An ad-hoc committee will be created by the Clinical Laboratory Sciences Program Director to study a specific aspect of Program affairs.

3.3.2 Functions and limitations of such committees shall be determined at its inception.

3.3.3 It is expected that the faculty will participate to meet the mission of that committee.

3.3.4 Each committee shall be dissolved once its designated function has been completed.

4 PERSONNEL

4.1 Selection of Personnel

4.1.1 Recruitment for all full-time positions shall be initiated by the Clinical Laboratory Sciences Program Director.

4.1.2 Letters from applicants shall be answered by the Clinical Laboratory Sciences Program Director or Search Committee Chair.

4.1.3 A personnel file containing information that is essential for consideration of an applicant shall be compiled by Human Resources.

4.1.4 When recruitment for a Clinical Laboratory Sciences faculty position occurs during the academic year, a Clinical Laboratory Sciences Search Committee shall be established. Membership on the Committee shall include a maximum of three Clinical Laboratory Sciences faculty, a minimum of one full-time faculty from other departments and/or autonomous programs in the School of Allied Health Sciences, and one Clinical Laboratory Sciences student. The Clinical Laboratory Sciences Program Director shall appoint or Search Committee members shall elect a Chairperson. The Chairperson of the Committee must be a Clinical Laboratory Sciences faculty member. Applicant files shall be available

through Human Resources and reviewed by each committee member for consideration. The committee shall review the completed file and recommend candidates whom they wish to interview to the Clinical Laboratory Sciences Chair. If recruitment occurs during the summer, functions of the Committee will be assumed by available Clinical Laboratory Sciences and School of Allied Health Sciences Faculty.

- 4.1.5 The Search Committee Chair 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 Clinical Laboratory Sciences Program Director.
- 4.1.7 Final recommendations concerning the applicant's status shall rest with the Clinical Laboratory Sciences Program Director. The Clinical Laboratory Sciences Program Director shall forward a recommendation to the Director of the School of Allied Health Sciences, suggesting academic rank, and tenure or non-tenure appointment. If the Clinical Laboratory Sciences Program Director is on the search committee, then the Search Committee Chair shall forward a recommendation to the Director of the School of Allied Health Sciences, suggesting academic rank, and tenure or non-tenure appointment. Guidelines for the initial contract shall be in accordance with the University Bylaws.

4.2 Terminal Degree

- 4.2.1 The Program of Clinical Laboratory Sciences recognizes the Doctorate as the terminal degree. However, those faculty hired prior to 1990 with a Master's Degree in a health related field shall be considered to hold the terminal degree in recognition of the professional standards at their time of hire and are therefore eligible for promotion and tenure as defined in the University Code.
- 4.2.2 All faculty within the CLS Program must hold appropriate certification by a national registry agency such as ASCP, NCA, ASM, or AACC in the area of their expertise within the disciplines of Clinical Laboratory Sciences.
- 4.2.3 All faculty within the CLS Program should have or be eligible for licensure within the State of Nevada as a Clinical Laboratory Scientist.

4.3 Academic Rank

4.3.1 The Program of Clinical Laboratory Sciences follows the criteria for appointment and promotion in academic rank as defined in the UCCSN Code.

4.4 Tenure

4.4.1 The Program of Clinical Laboratory Sciences follows the criteria for awarding of tenure as described in the UCCSN Code.

4.4.2 Mid-tenure review – An individual will be reviewed in the third year of appointment (or half way through probationary period) to identify strengths and weaknesses in the area of teaching, scholarship, and service. Process and outcomes are found in the School of Allied Health Sciences 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 Clinical Laboratory Sciences Program Director 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 Clinical Laboratory Sciences Faculty.

4.5.4 Clinical Laboratory Sciences Faculty of sufficient rank shall vote on the candidate's qualifications for promotion or tenure. The ballot is returned to the Clinical Laboratory Sciences Program Director who summarizes the data according to positive and negative votes cast by faculty.

4.5.5 The Clinical Laboratory Sciences Chair recommends promotion or non-promotion and/or tenure or tenure denial to the School Faculty Review Committee and School of Allied Health Sciences Executive Committee, who add their recommendations and forward this to the Director of the School of Allied Health Sciences. A copy of the recommendations from the Clinical Laboratory Sciences Program Director shall be made available to the faculty applicant.

4.5.6 The Director of the School of Allied Health Sciences recommends promotion or non-promotion and/or tenure to the Academic Council and the University Academic Freedom, Promotion and Tenure Committees.

- 4.5.7 The Academic Council and the University Academic Freedom, Promotion and Tenure Committee recommend (promotion and/or tenure) to the Executive Vice President and Provost.
- 4.5.8 The Executive Vice President and 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

- 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 Clinical Laboratory Sciences Program Director:
 - 4.6.1.1 Any faculty member has the right to appeal the Clinical Laboratory Sciences Program Director within ten (10) working days after having received written notification of that recommendation from the Clinical Laboratory Sciences Program Director. The faculty member must submit their request to appeal in writing.
 - 4.6.1.2 A faculty member may request a meeting with the Clinical Laboratory Sciences Program Director to provide additional data. The Clinical Laboratory Sciences Program Director shall consider the relevancy of any additional data provided.
 - 4.6.1.3 The Clinical Laboratory Sciences Program Director shall notify the individual faculty member of the decision in writing.
 - 4.6.1.4 Appeals to decisions made outside the Department of Clinical Laboratory Sciences 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 of Allied Health Sciences.
- 4.7.2 Each faculty member may establish a portfolio for use in evaluation. Such a portfolio should contain material judged to be pertinent to the evaluation of their performance.

- 4.7.3 The Clinical Laboratory Sciences Program Director 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 Clinical Laboratory Sciences Program Director, then shared with the faculty member and placed in the personnel file of the individual.
- 4.7.5 Failure to perform any of the duties specified in 2.1.3 shall be seen as malfeasance of duty that will result in an unsatisfactory rating overall.
- 4.7.6 If the individual being evaluated disagrees with the written evaluation and wishes to appeal, a request is made to the Director of the School of Allied Health Sciences, within 10 days from the date he/she signs the annual evaluation report. The procedure to follow is found in the School of Allied Health Sciences Bylaws.
- 4.7.7 At the request of the person being evaluated, a proposed remedial course of action and time limit for improvement may be added to the evaluation.

4.8 Program Director Annual Evaluation

- 4.8.1 The Clinical Laboratory Sciences Program Director 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 of Allied Health Sciences.

4.9 Salary Increase Policies

- 4.9.1 To receive a cost of living salary increase, the individual must have obtained an overall rating of "satisfactory" on the annual evaluation.
- 4.9.2 To be considered for merit increases the individual must be performing satisfactory in all areas of evaluation (teaching, research, and service) and must be excellent in at least one category. The process and procedure for merit award is adopted by the School of Allied Health Sciences Faculty and is available for review from the Faculty Affairs Committee.