

UNIVERSITY OF NEVADA, LAS VEGAS
DEPARTMENT OF NUTRITION SCIENCES

BY LAWS

September 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 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 Department of Nutrition Sciences.

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

1.2.3 Proposed amendments with Nutrition Sciences Department 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 department faculty meeting or by mail ballots. If voting occurs by mail, the Nutrition Sciences Department Chair shall assign a Nutrition Sciences faculty member to receive the ballots, act as teller and declare the results. If voting occurs in a meeting, the results will be declared by the Nutrition Sciences Department Chair.

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

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 Department of Nutrition Sciences, shall be considered a member of the faculty.

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

2.1.3 Duties of full-time Nutrition Sciences Faculty shall include:

2.1.3.1 Advancement of the academic activities and policies of the Department of Nutrition Sciences, School of Health and Human Sciences, 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 Maintaining research production at a level consistent with other School of Health and Human Sciences Faculty.
- 2.1.3.6 Professional and community activities for the purpose of bringing education, service and research together for the improvement of health care delivery.
- 2.1.3.7 Membership on standing and ad-hoc committees of the Nutrition Sciences Department, School of Health and Human Sciences, and the University as elected or appointed.
- 2.1.3.8 Evaluation and recommendation of Nutrition Sciences Faculty for promotion and/or tenure.
- 2.1.4 Duties of part-time Nutrition 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 meetings pertaining to teaching.
- 2.1.5 Duties of Nutrition 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 meetings.

2.1.6 Workload of the faculty

2.1.6.1 The Department of Nutrition Sciences 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 Nutrition Sciences Workload Policy may receive appropriate instructional reassignment time.

2.1.6.2 The Nutrition Sciences Department Chair will determine the workload of each faculty member each semester in accordance with the needs of the department.

2.1.6.3 The Nutrition Sciences Department Chair 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 department faculty meeting. When schedule changes occur, the Nutrition Sciences Department Chair will discuss the changes with the individual faculty member.

2.2 Programs Within the Department

2.2.1 Bachelor of Science in Nutrition 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 Nutrition Sciences Faculty.

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

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

2.3

Administration of the Department

- 2.3.1 The chief administrative officer shall be the Nutrition Sciences Department Chair, who shall be on a twelve-month contract.
- 2.3.2 The term of the Nutrition Sciences Department Chair shall be a minimum of three years with the possibility of renewal of terms.
- 2.3.3 An annual evaluation of the Nutrition Sciences Department Chair will be completed by the Director of the School of Health and Human Sciences and will occur in accordance with the provisions of 4.8.
- 2.3.4 The duties of the Nutrition Sciences Department Chair shall be as defined in the position description.
- 2.3.5 The Nutrition Sciences Department Chair may be removed from office by initiation of the Director of the School of Health and Human Sciences, the Executive Vice President and Provost, or by resignation.
- 2.3.6 At the completion of the term the Nutrition Sciences Department Chair may be re-appointed by the School of Health and Human Sciences Director.
- 2.3.7 In the event that the Nutrition Sciences Department Chair is not reappointed for another term, and the School of Health and Human Sciences Director does not have a suitable candidate to appoint, a search committee will be formed and will be comprised of three faculty elected from the Nutrition Sciences faculty and two School of Health and Human Sciences faculty appointed by the Director. The Director of the School of Health and Human 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 Health and Human 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 Nutrition Sciences Department Chair shall be appointed by the Director of the School of Health and Human Sciences, with the understanding that recruitment for a permanent Nutrition Sciences Department Chair shall continue.
- 2.3.9 The Nutrition Sciences Department Chair shall be appointed by the President upon recommendation from the Executive Vice President and Provost and the Director of the School of Health and Human Sciences.

2.4

Faculty Meetings

- 2.4.1 Nutrition Sciences Faculty shall meet at least two (2) times each semester during the academic year. The meetings will be scheduled by the Nutrition Sciences Department Chair. 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 Nutrition Sciences Faculty and submitted to the Nutrition Sciences Department Chair 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 Nutrition Sciences Faculty.
- 2.4.3 Additional faculty meetings may be called as necessary during the academic year. These meetings may be initiated by the Nutrition Sciences Department Chair or by the written request of at least one-third of the Nutrition 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: Nutrition 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 Nutrition Sciences Department 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 Nutrition Sciences curriculum follow the prototype of approval established by the University that is approval of Nutrition Sciences Faculty, Nutrition Sciences Department Chair approval, School of Health and Human Sciences undergraduate curriculum committee, School of Health and Human Sciences graduate curriculum committee approval (where appropriate), and School of Health and Human Sciences administration approval (School of Health and Human 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 DEPARTMENT**

3.1 Ad-Hoc Committees

- 3.1.1 An ad-hoc committee will be created by the Nutrition Sciences Department Chair to study a specific aspect of departmental affairs.
- 3.1.2 Functions and limitations of such committees shall be determined at its inception.
- 3.1.3 It is expected that the faculty will participate to meet the mission of that committee.
- 3.1.4 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 Nutrition Sciences Department Chair.
- 4.1.2 Letters from applicants shall be answered by the Nutrition Sciences Department Chair 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 Nutrition Sciences faculty position occurs during the academic year, a Nutrition Sciences Search Committee shall be established. Membership on the Committee shall include a maximum of three Nutrition Sciences faculty, a minimum of one full-time faculty from other departments and/or autonomous programs in the School of Health and Human Sciences, and one Nutrition Sciences student. The Nutrition Sciences Department Chair shall appoint or Search Committee members shall elect a Chairperson. The Chairperson of the Committee must be a Nutrition 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 Nutrition Sciences Chair. If recruitment occurs during the summer, functions of the Committee will be assumed by available Nutrition Sciences and School of Health and Human 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 Nutrition Sciences Department Chair.
- 4.1.7 Final recommendations concerning the applicant's status shall rest with the Nutrition Sciences Department Chair. The Nutrition Sciences Department Chair shall forward a recommendation to the Director of the School of Health and Human Sciences, suggesting academic rank, and tenure or non-tenure appointment. If the Nutrition Sciences Department Chair is on the search committee, then the Search Committee Chair shall forward a recommendation to the Director of the School of Health and Human 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 Department of Nutrition Sciences recognizes the Doctorate as the terminal degree.

4.3 Academic Rank

- 4.3.1 The Department of Nutrition Sciences follows the criteria for appointment and promotion in academic rank as defined in the UCCSN Code.

4.4 Tenure

- 4.4.1 The Department of Nutrition 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 Health and Human 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 Nutrition Sciences Department 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 Nutrition Sciences Faculty.

- 4.5.4 Nutrition Sciences Faculty of sufficient rank shall vote on the candidate's qualifications for promotion or tenure. The ballot is returned to the Nutrition Sciences Department Chair who summarizes the data according to positive and negative votes cast by faculty.
- 4.5.5 The Nutrition Sciences Chair recommends either promotion or non-promotion and/or tenure or tenure denial to the School Faculty Affairs Committee and School of Health and Human Sciences Executive Committee, who add their recommendations and forward this to the Director of the School of Health and Human Sciences. A copy of the recommendations from the Nutrition Sciences Chair shall be made available to the faculty applicant.
- 4.5.6 The Director of the School of Health and Human 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 Nutrition Sciences Department Chair:
 - 4.6.1.1 Any faculty member has the right to appeal the Nutrition Sciences Department Chair within ten (10) working days after having received written notification of that recommendation from the Nutrition Sciences Department Chair.
 - 4.6.1.2 A faculty member may request a meeting with the Nutrition Sciences Department Chair to provide additional data. The Nutrition Sciences Department Chair shall consider the relevancy of any additional data provided.
 - 4.6.1.3 The Nutrition Sciences Department Chair shall notify the individual faculty member of the decision in writing.
 - 4.6.1.4 Appeals to decisions made outside the Department of Nutrition 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 Health and Human 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 Nutrition Sciences Department 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 Nutrition Sciences Department Chair, 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 Health and Human Sciences, within 10 days from the date he/she signs the annual evaluation report. The procedure to follow is found in the School of Health and Human 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 Chair/Director Annual Evaluation

- 4.8.1 The Nutrition Sciences Department Chair 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 Health and Human Sciences.

4.9 Salary Increase Policies

- 4.9.1 To receive cost of living salary increases, 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 Health and Human Sciences Faculty and is available for review from the Faculty Affairs Committee.