

UNIVERSITY OF NEVADA, LAS VEGAS
DEPARTMENT OF PHYSICAL THERAPY

BY LAWS

December 2008

1 **BYLAW AUTHORITY AND AMENDMENT**

1.1 Delegated Authority

1.1.1 The Bylaws of the University of Nevada, Las Vegas (UNLV) (Chapter I, 4.4.1) delegates to each department within a college the authority to create bylaws congruent with UNLV 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 Physical Therapy (PT) faculty.

1.2.2 Proposals must be submitted in writing to the PT 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 PT faculty meeting or by mail ballots. If voting occurs by mail, the Chair shall assign a PT 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 Chair.

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

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 NSHE, the majority of whose teaching load is in the PT, shall be considered a member of the PT faculty.

2.1.2 The duties of PT faculty are defined according to University Bylaws.

2.1.3 Duties of full-time PT faculty shall include:

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

2.1.3.2 Provision of time (minimal 4 hours per week) for student academic advisement.

2.1.3.3 Preparation of class materials and teaching of 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 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 PT, School, and the University as elected or appointed.
- 2.1.3.8 Evaluation and recommendation of PT faculty for promotion and/or tenure.
- 2.1.3.9 Attend regularly scheduled PT meetings
- 2.1.4 Duties of part-time PT (PTI) (does not include guest lecturers) faculty shall include:
 - 2.1.4.1 Formal classroom teaching as individually negotiated.
 - 2.1.4.2 Minimum of 2 hours/week for student academic advisement.
 - 2.1.4.3 Provision of opportunity for students to evaluate teaching effectiveness.
 - 2.1.4.4 Attend PT meetings.
- 2.1.5 Duties of 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 at least one PT meeting per semester.
- 2.1.6 Workload of the faculty
 - 2.1.6.1 The PT 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 who have specialized responsibilities that are consistent with the PT Workload Policy may receive appropriate instructional release time (See PT Workload Policy).

- 2.1.6.2 The Chair will determine the workload of each faculty person each semester in accordance with the needs of the PT.
- 2.1.6.3 The Chair shall invite faculty 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 PT faculty meeting. When schedule changes occur, the Chair will discuss the changes with the individual faculty member.

2.2 Programs Within the Department

2.2.1 Entry-level Doctor of Physical Therapy Degree Program

2.2.1.1 A Doctor of Physical Therapy Degree is awarded to those students who successfully complete the entry-level Doctor's degree curriculum.

2.2.2 New programs may be formed only with the approval of a two-thirds majority of PT faculty.

2.2.3 Existing programs may be eliminated only with approval of two-thirds majority of PT faculty.

2.2.4 After department faculty vote for formation or elimination of a program, approval must be obtained from the School of Allied Health Sciences (SAHS) and the University in accordance with SAHS and University Bylaws.

2.3 Administration of the Department

2.3.1 The chief administrative officer shall be the PT Chair, who shall be on a contract as designated by the Dean of the SAHS.

2.3.1.1 The PT Chair shall also serve as the Director of the PT Program given that only 1 degree program exists. If the development of other degree programs occurs within the department, other program Directors shall be named accordingly.

2.3.2 The term of the Chair shall be a minimum of 3 years with the possibility of renewal of terms.

2.3.3 An annual evaluation of the Chair will occur in accordance with the provisions of 4.8.

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

2.3.5 The Chair may be removed from office by initiation of the Dean of the SAHS, the Executive Vice President and Provost, or at the formal written request of two-thirds of PT faculty, or by resignation.

2.3.6 At the completion of the Chair's term, the Dean shall solicit names to be forwarded for nominations of current PT faculty for the Chair position. Given two-thirds majority vote, the PT faculty shall then vote to elect the individual to this position.

2.3.6.1 If an external search is required (given an available faculty line), a Search Committee will be formed comprised of three faculty elected from the PT and one SAHS faculty appointed by the Dean. The Dean 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. The Search Committee will then make their recommendation to the Dean.

2.3.7 An Interim Chair may be appointed by the Dean to replace a Chair vacancy. Upon vote of 2/3 of the current faculty, an Interim Chair may be recommended to the Dean for appointment as the permanent Chair.

2.3.8 In the event that provisions of 2.3.5 are not fulfilled, upon recommendation of the PT faculty or a Search Committee, an acting Chair shall be appointed by the Dean of the SAHS, with the understanding that recruitment for a permanent Chair may continue.

2.3.9 The Chair shall be appointed by the President upon recommendation from the Executive Vice President and Provost and the Dean of the SAHS.

2.4 Faculty Meetings

2.4.1 PT faculty shall meet at least three times each semester during the academic year. The meetings will be scheduled by the Chair. Meetings shall be scheduled during normal working hours, 7:30 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 PT faculty members and submitted to the 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 PT 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 PT faculty.

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

2.4.5 Voting: PT faculty, as defined in 2.1.1 shall each have one 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 PT curriculum follow the prototype of approval established by the University that is approval of departmental faculty, PT administrative approval, school graduate curriculum committee approval, and school administration approval (SAHS 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 Committee membership shall consist of three faculty members. The following are standing committees in the PT:

3.1.1 Academic Review (Academic standing and professional behavior)

3.1.2 Curriculum

3.1.3 Admissions

3.1.4 Orientation Day

3.1.5 Program Assessment

3.1.6 Scholarship

3.2 Meetings of the Standing Department Committee

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

3.2.2 The Chair 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 Chair of the PT to study a specific aspect of departmental 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 Department Chair.
- 4.1.2 Letters from applicants shall be answered by the Department Chair.
- 4.1.3 A personnel file containing information that is essential for consideration of an applicant shall be compiled by the administrative assistant for the department.
- 4.1.4 When recruitment for a PT faculty position occurs during the academic year, a PT Search Committee shall be established. Membership on the Committee shall include a maximum of three PT faculty, a minimum of one full-time faculty from other departments and/or autonomous programs in the SAHS, a minimum of one individual from outside the university with expertise in Physical therapy and one physical therapy student. Search Committee members shall elect a Chairperson. The Chairperson of the Committee must be a PT faculty member. Completed applicant files shall be presented by the PT Chair for Committee review and consideration. The Committee shall review the completed file and recommend candidates whom they wish to interview to the PT Chair. If recruitment occurs during the summer, functions of the Committee will be assumed by available PT and School faculty.

- 4.1.5 The PT 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 PT Chair.
- 4.1.7 Final recommendations concerning the applicant's status shall rest with the PT Chair. The PT Chair shall forward a recommendation to the Dean of the SAHS, 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 PT recognizes an earned Doctorate as the terminal degree.

4.3 Academic Rank

- 4.3.1 The PT follows the criteria for appointment and promotion in academic rank as defined in the NSHE Code.

4.4 Tenure

- 4.4.1 The PT follows the criteria for awarding of tenure as described in the NSHE Code.

4.4.2 Mid-tenure review

- 4.4.2.1 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 SAHS 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 PT 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 PT faculty.
- 4.5.4 PT faculty that are of the same rank for which the applicant is applying shall vote on the candidate's qualifications for promotion or tenure. The

ballot is returned to the PT Chair who summarizes the data according to positive and negative votes cast by faculty.

- 4.5.5 The PT Chair recommends either promotion or non-promotion and/or tenure or tenure denial to the School Faculty Review Committee and SAHS Executive Committee, who add their recommendations and forward this to the Dean of the SAHS. A copy of the recommendations from the PT Chair shall be made available to the faculty applicant.
- 4.5.6 The Dean of the SAHS recommends promotion or non-promotion and/or tenure to the Academic Council, the University Academic Freedom, and 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 NSHE 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 PT Chair:
 - 4.6.1.1 Any faculty member has the right to appeal the PT Chair within ten (10) working days after having received written notification of that recommendation from the PT Chair.
 - 4.6.1.2 A faculty member may request a meeting with the PT Chair to provide additional data. The PT Chair shall consider the relevancy of any additional data provided.
 - 4.6.1.3 The PT Chair shall notify the individual faculty member of the decision in writing.
 - 4.6.1.4 Appeals to decisions made outside the PT 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 NSHE Code and within the time frame established by the NSHE Code, and in accordance to annual evaluation criteria regarding teaching, research, and service established in the SAHS.

- 4.7.2 Each faculty member will submit a portfolio for use in evaluation. Such a portfolio should contain supportive material and other material judged to be pertinent to the evaluation of their performance.
- 4.7.3 The PT 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, signed, 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 Dean of the SAHS, within 30 days from the date he/she signs the annual evaluation report. The procedure to follow is found in the SAHS 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 Annual Evaluation

- 4.8.1 The PT Chair will be evaluated on an annual basis by the Dean's office with input from PT faculty according to the criteria established on the current NSHE Code and within the time frame established by the NSHE Code, and in accordance to annual evaluation criteria regarding teaching, research, and service established in the SAHS.

4.9 Salary Increase Policies

- 4.9.1 Cost of living salary increases are determined on a biannual basis by the Nevada legislature.
- 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 SAHS Faculty and is available for review from the Faculty Review Committee.

Adopted 11/21/08