



UNIVERSITY OF NEVADA, LAS VEGAS

SCHOOL OF ALLIED HEALTH SCIENCES

BYLAWS

Table of Contents

Chapter I: Organization of the School of AHS	3
1.1 Mission Statement	3
1.2 Delegated Authority	3
1.3 Purpose of School Bylaws	3
1.4 Organization of the School	3
1.5 Administrators of the School	4
1.6 Membership of the School	5
Chapter II: School Meeting Policies	5
2.1 Schedule for Meetings	5
2.2 Notification of Meeting and Agenda	5
2.3 Chair of Meetings	5
2.4 Proceedings	5
2.5 Quorum	5
2.6 Voting	5
2.7 Reconsideration of a Vote	5
2.8 Minutes	6
Chapter III: Committee Structure	6
3.1 Committees of the School	6
3.2 Membership on Committees	6
3.3 Functions of Committees	7
3.4 School Representation on University Committees	9
4.1 Terminal Degree Definition	10
4.2 Faculty Teaching Load Guidelines	10
4.4 Evaluation	10
4.5 Mid-Tenure Review	10
4.6 Tenure	10
4.8 Faculty Rank Guidelines	11
4.9 Denial of tenure, salary increases, promotion or reappointment	11
4.10 Salary Increase	11
4.12 Grievance Policies	11
4.13 Equal Employment Opportunity and Affirmative Action Policies	12
Chapter 5: Curriculum Policies	13
5.1 Course Policies	13
5.2 Program of Study Policies	13

Chapter I: Organization of the School of AHS

1.1 Mission Statement

The School of Allied Health Sciences (SAHS) primary mission is to provide quality professional instruction at the undergraduate and graduate levels; conduct basic and applied research; and perform public service related to the improvement of health care delivery.

1.2 Delegated Authority

The University of Nevada, Las Vegas Bylaws delegate the authority to the SAHS faculty to create Bylaws.

1.3 Purpose of School Bylaws

1.3.1 Contents. The Bylaws shall identify the departmental and faculty organization of the School; and specify procedures for developing and implementing the policies of the School.

1.3.2 Interpretation. The Bylaws committee is granted authority to interpret the intent of the Bylaws. If consensus of the committee cannot be reached, the faculty as a whole will be polled as to intent.

1.3.3 Amendment. An amendment(s) to the Bylaws may be proposed by any faculty member of the School. Proposed amendments shall be circulated 10 working days prior to the SAHS meeting in which they will be discussed.

1.3.3.1 Faculty Approval. Amendment of these Bylaws shall require approval of two-thirds of the faculty voting. Voting is by secret mail ballot. At least two-thirds of the faculty must respond for the vote to be valid. Mailed ballots must be returned in 10 working days. Members of the Bylaws Committee shall serve as tellers.

1.3.3.2 Administrative Approval. After the amendment is accepted or rejected by the faculty, the Dean of the School shall approve or disapprove of the amendment. If the Dean approves of the amendment, the amendment will be published and distributed to all faculty. If the Dean disapproves the proposed amendment, a recommendation for revision with rationale will be submitted to the Bylaws Committee. The revision will be considered by the Bylaws Committee and a revised amendment will be distributed to faculty for a vote.

1.4 Organization of the School

1.4.1 Academic Departments and Centers. The SAHS consists of the following units: The Department of Health Physics and Diagnostic Sciences including programs in Clinical Laboratory Sciences, Nuclear Medicine and Comprehensive Medical Imaging, and the Radiography Certificate Program; The Department of Kinesiology and Nutrition Sciences including programs in Athletic Training and Nutrition Sciences; and The Department of Physical Therapy.

1.4.1.1 Formation of new departments, programs or centers. New units within the School may be recommended to the Dean by a department, a committee of the School, or by the Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate curriculum committee. Once data and recommendations are available, the faculty of the School will vote as to the establishment of the requested unit. Two-thirds of the faculty quorum must approve the request to achieve a positive recommendation.

1.4.1.2 Splitting, Consolidating, or Eliminating Existing Departments, Programs or Centers. Actions to split, consolidate, or eliminate existing units may be recommended to the Dean, by members of the affected unit, by petition of two-thirds of the faculty of the School or by the

Dean's initiation. The recommendation shall be accompanied by the rationale utilized in recommending the action. The Dean may request a review and recommendation from the appropriate curriculum committee. Once data and recommendations are available, a written report needs to be presented with open discussion during a SAHS faculty meeting. The faculty of the affected unit and the faculty of the School will vote. Two-thirds of the faculty quorum must approve the recommendation to split, consolidate or eliminate the unit.

1.4.1.3 Administrative Approval. Recommendations for forming, splitting, consolidating or eliminating units shall be assembled by the Dean. Recommendations of the Dean, as well as those specified in 1.4.1.1 and 1.4.1.2 shall be forwarded to the Provost and the President. Recommendations requiring approval of the Board of Regents shall be forwarded by the appropriate authority.

1.5 Administrators of the School

1.5.1 The chief administrative officer shall be the Dean of the School.

1.5.2 The duties of the Dean of the School shall be set forth in a job description.

1.5.3 Appointment of the Dean

1.5.3.1 Appointment of the Dean. In the event of a vacancy the Provost shall convene a recruitment and screening committee which shall consist of six faculty members elected by the School faculty in accordance with these bylaws (Section 1.5.3.2) School bylaws, one dean or dean from the Academic Council appointed by the Provost (ex-officio and non-voting), one Health Sciences student democratically elected by the CSUN Senate, and any nonvoting members selected by the Provost. (NSHE Code, Chapter 6, Section 10.5)

1.5.3.2. SAHS representatives to Administrative Search Committee: The six faculty members elected by the School faculty will be comprised of two department chairs and four teaching, non-administrative faculty. No department shall have more than two members elected to the committee.

1.5.3.3 Chair of Search Committee. The search committee will elect a chairperson from the committee membership.

1.5.3.4 Interim Dean. While the provisions of 1.5.3.1 are fulfilled, an Interim shall be appointed by the Provost.

1.5.3.5 Procedures for Removal from Office. At the formal written request of two-thirds of the full time faculty members within the School, removal of the Dean shall be considered by the Provost and the President.

1.5.4 Associate Dean(s)

1.5.4.1 Duties of the Associate Deans. The duties of Associate Dean(s) shall be determined by the Dean and published in a job description.

1.5.4.2 Appointment of Associate Dean. An Associate Dean shall be appointed by the President upon recommendation of the Provost and Dean. The recommendation will be from selections forwarded by a search committee. The search committee shall be comprised of six faculty, and one student from the School. The search committee will elect a chairperson from the committee membership.

1.5.4.3 Procedures for Removal from Office. At the formal request of two-thirds of the full time faculty members within the School, removal of an Associate Dean shall be

considered by the Dean of the School and the Provost.

1.6 Membership of the School

Each faculty member (including Visiting Part Time Instructors) holding no less than a half-time contract in a Department or Program within the School shall be considered a voting member of the School. Adjunct faculty, clinical affiliate faculty, per credit faculty (P99) and graduate assistants are ineligible for membership and shall not have a vote in matters of the School.

Chapter II: School Meeting Policies

2.1 Schedule for Meetings

The School shall meet at least once each semester. Meetings shall be scheduled by the Dean during normal working hours, 8:00 a.m. – 5:00 p.m., Monday through Friday. Additional meetings may be called as necessary during the academic year. These meetings may be initiated by (a) the Dean or (b) a written request of at least one-third of the School faculty. A meeting shall be held no later than 10 days after the Dean receives the written request.

2.2 Notification of Meeting and Agenda

At least ten working days prior to a meeting, written notice of the meeting with a tentative agenda shall be distributed to the membership. Notification of a meeting shall constitute notice to individual faculty to submit agenda items. Agenda items shall be submitted to the School office at least two days prior to the meeting. A copy of the final agenda shall be distributed at the meeting and/or by email.

2.3 Chair of Meetings

The Dean of the School, an Associate Dean or a designee of the Dean shall chair the School meetings.

2.4 Proceedings

Meetings shall be conducted according to the latest edition of Robert's Rules of Order, except where proceedings conflict with these Bylaws, then the School Bylaws shall take precedence. All meetings must conform to the open meeting laws of the State of Nevada.

2.5 Quorum

A quorum shall be established if 51% of the faculty of the School is (a) present or submits a written proxy or (b) returns a mailed ballot.

2.6 Voting

Each member of the School (see Section 1.6) shall have one vote. Decisions shall be made by simple majority voting in favor of a motion unless otherwise designated (Section 1.3.3.1, Section 1.4.1.1. and Section 1.4.1.2.). Voting may occur at a meeting or by mail.

2.6.1 On policies and procedures affecting tenure or promotion, only tenured faculty shall vote. Although they may not vote, untenured faculty or faculty not on the tenure track shall be allowed to participate in discussions related to promotion and/or tenure policies.

2.6.1.1 On matters concerning the recommendation of awarding tenure, only tenured faculty will vote.

2.6.1.2 On matters concerning the recommendation of awarding promotion, only those faculty holding that rank or higher will vote.

2.7 Reconsideration of a Vote

Any action taken at a School meeting on an item not on the agenda distributed prior to or at the meeting, is subject to reconsideration. For reconsideration to occur, a petition to the Dean requesting that the vote be nullified shall be signed by two-thirds of the members of the School not present at the meeting. The petition must be submitted to the Dean no later than ten working days after distribution of the minutes. The

item shall automatically become a published agenda item for the next meeting of the School. The reconsideration vote does not apply to items voted upon by mail ballot.

2.8 Minutes

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

Chapter III: Committee Structure

3.1 Committees of the School

3.1.1 Purpose of School Committees.

Committees are established to facilitate the functioning of the School, recommend policies, and provide input into the governance of the School.

3.1.2 Committees Authorized.

The School shall have the following committees.

3.1.2.1 Standing Committees

- 3.1.2.1.1** Academic Standards
- 3.1.2.1.2** Bylaws
- 3.1.2.1.3** Undergraduate and Graduate Curriculum
- 3.1.2.1.4** Faculty Review
- 3.1.2.1.5** Faculty Appeals
- 3.1.2.1.6** Clinical Education Committee

3.1.2.2 Executive Committee.

3.1.2.3 Ad Hoc Committees may be established for specified purposes by the Dean or vote of the School faculty. Membership will be determined by the charge of the committee, but may have representatives elected by each department, elected by the School membership or appointed by the Dean.

3.1.3 Creation or Elimination of Standing Committees. The creation or elimination of Standing Committees shall require an amendment to these Bylaws.

3.1.4 Operating Procedures

3.1.4.1 Standing Committees. Each standing committee shall establish and publish operating procedures. Each standing committee shall establish the time frame for meetings. Minutes of the committee meetings shall be distributed to the committee members and the SAHS office within 10 working days. Each standing committee shall be prepared to report on actions at each regular meeting of the School.

3.1.4.2 Executive Committee. Meetings shall be called by the Dean or by one-third of the committee.

3.1.4.3 Ad hoc Committees. Ad hoc committees shall remain in existence until the work of the committee is completed but not exceed two years. Ad hoc Committees become standing committees by amendment of the Bylaws.

3.2 Membership on Committees

3.2.1 Term of Membership. Faculty members shall be elected for a two-year term of service.

3.2.2 Standing Committees. Each department shall elect one representative to serve on each of the standing committees. Other criteria for determining membership on committees are identified below:

3.2.3 Committee Membership: Committee members will meet to select from within one individual to be the chair of the committee and/or a representative to the equivalent Faculty Senate Committee.

3.2.3.1 Academic Standards.

3.2.3.2 Bylaws.

3.2.3.3 Undergraduate and Graduate Curriculum.

3.2.3.4 Faculty Review. Two at-large voting members will be elected by the school faculty in addition to the department membership. Only tenured faculty shall hold membership on this committee. Department chairs, tenure-track and non-tenure track faculty are not eligible for membership. Each department can have a maximum of two representatives of the five possible members.

3.2.3.5 Faculty Appeals. Two at-large voting members will be elected by the school faculty in addition to the department membership. Only tenured faculty shall hold membership on this committee. Department chairs and members of the Faculty Review Committee are not eligible for membership. Each department can have a maximum of two representatives of the five possible members.

3.2.3.6 Clinical Education Committee. Committee membership will consist of a representative from each department/program that maintains affiliation agreements on an annual basis. Departments that do not utilize affiliation agreements on an annual basis will have a standing invitation to send representatives to committee meetings as needed.

3.2.4 Executive Committee. Department Chairs and Associate Dean(s) shall hold membership on this committee. The Dean of the School or designee shall chair this committee.

3.2.5 Ad hoc Committees. Membership will be determined at the time of initiation.

3.3 Functions of Committees

3.3.1 Standing Committees

3.3.1.1 Academic Standards

- Hear student grievances not previously resolved at departmental level. Forward recommendations to the Dean.
- Award School level scholarships, loans and grants.

3.3.1.2 Bylaws

- Review and revise Bylaws as necessary.
- Interpret the intent of the Bylaws when questions arise.
- Serve as the official tellers for elections conducted by mailed ballot.

3.3.1.3 Undergraduate and Graduate Curriculum

- Review proposed undergraduate courses and curricular plans submitted by Departmental

Curriculum Committees.

- Review courses and new programs of learning for possible addition to School offerings. After review, provide a recommendation, with rationale for approval or disapproval, to the Dean. The Dean shall provide a recommendation within 10 working days, with rationale for approval or disapproval. If the recommendation is for approval, the material is forwarded to the Faculty Senate Curriculum Committee. If the recommendation is for disapproval the curriculum material will be returned to the School Curriculum Committee.
- At the request of the Dean, review and provide recommendations related to requests to form, split, consolidate or eliminate existing departments, programs or centers.
- Review proposed graduate courses and curricular plans submitted by Departmental Graduate Programs.
- Review courses and new programs of learning for possible addition to School offerings. After review, provide a recommendation, with rationale for approval or disapproval, to the Dean. The Dean shall provide a recommendation within 10 working days, with rationale for approval or disapproval. If the recommendation is for approval, the material is forwarded to the Graduate College for distribution to the Graduate College Curriculum Committee. If the recommendation is for disapproval, the curriculum material will be returned to the SAHS Graduate Curriculum Committee.
- At the request of the Dean, review and provide recommendations related to requests to form, split, consolidate or eliminate existing departments, programs or centers.

3.3.1.4 Faculty Review

- Review and recommend to faculty changes in mid-tenure, tenure, promotion and merit guidelines or process.
- Review applications of faculty undergoing mid-tenure review, seeking tenure and/or promotion. Submit recommendations, including rationale to the Dean.
- Review applications of faculty seeking merit. Submit a rank ordered list of recommendations for merit to the Dean.
- Conduct a performance evaluation of the Dean as required by the University, but no less than once every three years. Evaluation data shall be summarized and provided to the Dean and Provost.

3.3.1.5 Faculty Appeals

- This committee will hear faculty appeals following denial of tenure, promotion, merit or reappointment.
- Serve as members of the "Committee of Peers" for appeals of annual evaluations of faculty within the School. If a Department Chair appeals, the "Committee of Peers" shall also include two Department Chairs, one may be chosen by the appellant and one shall be appointed by the Dean. (See Guidelines and Process for Evaluating Tenure-track and Tenured Faculty, 2/3/95)

3.3.1.6 Clinical Education Committee

- Establish school-wide policies and procedures specific to affiliation contracts.

3.3.2 Executive Committee

- Serve as an advisory body to the Administration of the School.
- Provide a forum to share information between departments and programs of the School and the administration of the School and University.
- Provide a forum for communication of information and policy decisions between the administration of the University and School to Departments and Programs of the School.

3.3.3 Ad hoc Committees

- Functions of the committee will be determined at the time of formation.

3.4 School Representation on University Committees

3.4.1 Faculty Senate. Senators from the School shall be elected for three years. Elections will be held in March of the year in which a vacancy will occur. Terms are staggered. School representatives shall be from different departments. The elections shall be organized by the Senators from the School. In the event of vacancies, the Senators shall hold elections to fulfill the remaining term.

3.4.2 Faculty Senate Standing Committees. Representatives of the School to the Standing Committees of the Faculty Senate shall be elected for two year terms. Elections for vacancies shall be held in March. The elections shall be organized by the Senators from the School. In the event of vacancies, the Senators shall hold elections to fulfill the remaining term.

3.4.3 Administrative Committees. The Dean shall notify faculty of the School of the opportunity to serve on standing or ad hoc administrative committees. If more than one faculty expresses interest in the committee, the Dean's office shall originate a mailed ballot election within the time period requested to fulfill the vacancy.

3.4.4 Faculty Senate Ad Hoc Committees. Senators shall notify all faculty of opportunities to serve on ad hoc faculty senate committees. If more than one faculty expresses interest in the committee, the Senators shall originate a mailed ballot election within the time period requested to fulfill the vacancy.

Chapter IV: Faculty Personnel Policies

4.1 Terminal Degree Definition

Each department shall establish terminal degree(s) for faculty members in that unit.

4.2 Faculty Teaching Load Guidelines

Each department may specify teaching load guidelines in accordance with the unique aspects of department or program. The guidelines must be in accordance with teaching guidelines and expectations of the School and University.

4.2.1 Reassignment. Full time faculty members who have reassignments as part of their normal work load can receive full consideration for merit, with appropriate adjustments made to normal expectations resulting from the reassignment.

4.3 Faculty Travel. School faculty members are expected to follow the recommended guidelines found in the “Missed Classes and/or other Absences from Duty Policy” issued by the Office of the Executive Vice-President and Provost when arranging their professional travel.

4.4 Evaluation

4.4.1 Faculty Evaluation. Each department shall establish written guidelines, procedures and criteria for annual evaluation of faculty in accordance with Section 8.1 of the UNLV Bylaws. The process for the annual review shall follow published policies and procedures.

4.4.2 Evaluation of Dean. The Dean shall be evaluated at least once every three years by the faculty of the School utilizing a standardized questionnaire. The evaluation will be conducted by the Faculty Review Committee. The results of the evaluation shall be shared with the administrator being evaluated and the appropriate supervisor.

4.4.3 Evaluation of Chair and Associate Dean(s). The school shall establish a mechanism for the evaluation of the Chairs and Associate Dean(s). The Chair evaluation data shall include input of the faculty of the department. The Associate Dean(s) evaluation data shall include input of the faculty of the school. The results of the evaluation shall be shared with the Chair, Associate Dean(s) and the Dean, respectively. Data from the faculty evaluation will contribute to the annual evaluation of the Chair and Associate Dean(s).

4.4.4 Disagreement with Annual Evaluation. In accordance with the UNLV Bylaws (Section 8.3), an individual who disagrees with an evaluation by the chairperson or supervisor may submit a written rejoinder or request in writing the formation of a committee of peers to conduct a separate annual evaluation. (See Guidelines and Process for Evaluating Tenure-Track and Tenured Faculty)

4.5 Mid-Tenure Review

A mid-tenure review shall be conducted to determine progress toward tenure. The review shall follow published policies and procedures. The review shall focus on the individual’s activities since appointment, and will assess the quality and quantity of the individual’s productivity related to teaching, scholarship, and service. Strengths and areas of needed improvement shall be identified. Suggestions for strengthening the overall record of productivity shall be provided by the Dean.

4.6 Tenure

The School has adopted the tenure policies and procedures identified in the current NSHE Code. An application for tenure may be initiated by the individual at any time during the probationary period. Individuals must be evaluated for tenure no later than the beginning of the sixth year of service. The School will require external referees for consideration of tenure and promotion to associate or full professor.

4.7 Post Tenure Activity. Full-time tenured faculty members are expected to demonstrate a continuous history of teaching effectiveness, scholarly involvement, and professional service.

4.8 Faculty Rank Guidelines

Each department shall identify guidelines for appointment and promotion to rank. These guidelines shall be in accordance with School expectations and guidelines and the UNLV Bylaws. The procedure for seeking promotion shall be in writing and available to School Faculty.

4.8.1 Promotion. The School has adopted the promotion policies and procedures, and use of external referees as currently identified in the current NSHE Code. An application for promotion to any rank can be initiated at any time by an individual full time faculty member.

4.9 Denial of tenure, salary increases, promotion or reappointment

In accordance with the NSHE Code (Chapter 5, Sections 5.2.3 and 5.2.4) and UNLV Bylaws, a faculty member may request the reasons (Section 6.4) for denial of appointment with tenure, salary increases (including merit awards), promotion or reappointment, and reconsideration (Section 6.5) of personnel actions. Appeals may be initiated after the faculty member has requested reconsideration and the request has proceeded through regular administrative channels to the Provost (UNLV Bylaws, Section 6.6). The Personnel Appeals Committee of the School shall hear the appeal.

4.10 Salary Increase

Faculty salaries may be increased via cost of living increases, equity, or merit pay. All increases are originated at the system level or university level, and are not available every year. Faculty who have performed at the unsatisfactory level (in any area for tenure-track or overall for tenured faculty) as identified on their annual evaluation cannot be considered for merit or an equity increase.

4.11 Merit Process. Full time faculty members who would like to be considered for merit will make application following the appropriate format which will be submitted to Department Chairs, and then forwarded through appropriate channels including the School Dean, the Faculty Committee, and Executive Committee.

4.12 Grievance Policies

A grievance is an “act” or “omission to act” by an employee of the system (administration, chairs, deans, faculty) which results in an adverse impact on the faculty or student. A grievance must address the interpretation or administration of an existing policy, practice or regulation or violation of the Code. (NSHE Code, Section 5.7.1).

The grievant, student or faculty, shall attempt to resolve the grievance informally. If resolution does not occur, each individual or committee within the SAHS must forward a recommendation to the next applicable level within 10 working days. The procedural steps to be followed are identified below:

PROCEDURAL STEPS

Students

Faculty

Steps within the School

1. Faculty
2. Program Director (if appropriate)
3. Department Chairperson
4. School Academic Standards (if appropriate)
5. School Dean

1. Program Director (if appropriate)
2. Department Chairperson
3. Faculty Review Committee
4. School Dean
5. Provost

Steps external to the School

6. Faculty Senate Grievance Petition (UNLV Bylaws: Section 4.6.11)
7. Referral to appropriate committee
8. President

6. Faculty Senate Grievance petition
7. Referral to appropriate committee
8. President

NOTE:

Issues related to an ethics violation will be directed to the Academic Ethics committee; issues related to academic freedom, will be directed to the Academic Freedom, Tenure and Promotion committee; issues related to harassment/discrimination will be directed to the Affirmative Action Office.

The Grievance Category/Issues for graduate and undergraduate students, the place to pick up the petition, and the appropriate point of resolution, are identified in the UNLV Student Conduct Code and Policies, available from the Faculty Senate Office or Vice President for Student Affairs.

The disputation of a student's grade does not fall under the grievance policy, unless the instructor has allegedly violated an existing policy, practice or regulation.

4.13 Equal Employment Opportunity and Affirmative Action Policies

4.13.1 Sexual Harassment in the Work Place. The School adheres to the policies of the University as stated in the Discrimination/Harassment Policy Manual and Complaint Procedures, November 1991, Affirmative Action Office. If a faculty member believes that a violation has occurred, the individual should follow the steps outlined in the manual.

4.13.2 Equal Employment Claims. If a faculty member believes that a violation has occurred, the individual should contact the Affirmative Action Office.

Chapter 5: Curriculum Policies

5.1 Course Policies

Refer to Curriculum Committee functions.

5.2 Program of Study Policies

Refer to Curriculum Committee functions.

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