

Bylaws of the School of Nursing Faculty Organization
of
The University of Nevada, Las Vegas

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Bylaws of the Faculty Organization of the School of Nursing

Preface

The authority to establish bylaws to govern the internal operation of the School of Nursing (SON) is granted in the University of Nevada Las Vegas (UNLV) Bylaws (Chapter I, Section 4.4.2) and the Nevada System of Higher Education (NSHE) Code.

ARTICLE I

Name

The name of this organization shall be the School of Nursing Faculty Organization of the University of Nevada, Las Vegas (UNLV).

ARTICLE II

Purpose

The purposes of the Faculty Organization are to:

- A. Carry out the mission of the SON. The SON Faculty Organization shall maintain a school philosophy consistent with the philosophy of UNLV.
- B. Promote involvement of the faculty, students, and administration in planning, implementing and evaluating all SON programs.
- C. Formulate policy recommendations to the dean in all academic, student, research and faculty affairs matters.
- D. Deliberate on issues of nursing, nursing education and health care.

ARTICLE III

Membership

Membership shall include all full time faculty, part time faculty, part time instructors (PTI), adjunct faculty members and those with joint appointments in the SON. Members may be on contract for either an academic or calendar year. One student representative from both the undergraduate and graduate programs shall have membership in the Faculty Organization. See Appendix A for a description of the definitions and duties of faculty members. See Article VII for a definition of voting member.

ARTICLE IV

Organizational Structure

Section 1. Faculty Organization Structure

The structure of the Faculty Organization is based on a shared-governance model comprised of councils and coordinated by a president, president-elect and a secretary. Four councils and five committees shall serve to achieve the mission of the SON. The four councils are: 1) Academic Affairs, 2) Faculty Affairs, 3) Student Affairs, and 4) Scholarship Affairs. The committees are 1) Bylaws, 2) Merit, 3) Nominations, 4) Promotion and Tenure, and 5) Simulation.

A. Figure 1 illustrates the structure for the Faculty Organization:

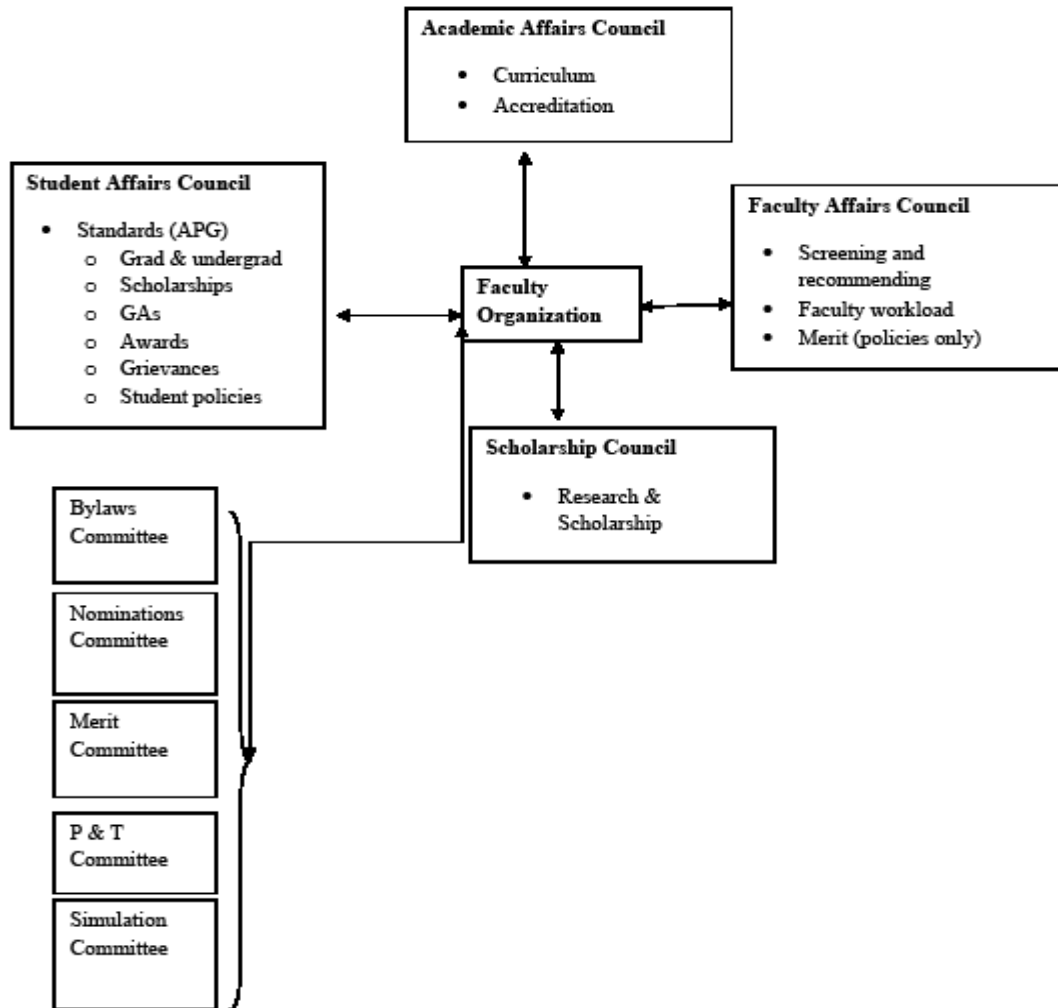


Figure 1. Faculty Organization Structure

Section 2. Election of Officers

Members of the SON faculty administrative team (Associate Deans) are not eligible to serve as officers. The Faculty Organization officers shall be elected as follows:

- A. A full time member of the faculty shall be elected to the position of president-elect by a majority vote of the faculty. Elections shall occur during the spring semester of each year.
- B. A full time faculty member shall be elected to the position of secretary by a majority vote of the faculty. Elections shall occur during the spring semester of even numbered years.

Section 3. Duties of the Officers

- A. The president of the Faculty Organization shall: a) call and chair meetings, b) represent the Faculty Organization on the Executive Council, and c) give input to the secretary of the Faculty Organization for preparation of faculty meeting agendas, direct nominations committee to conduct nominations and elections to fill vacant positions.
- B. The president-elect shall: a) chair Faculty Organization meetings in the absence of the president, b) assume the role of president at the end of the president's one year term.
- C. The secretary shall: a) consult with the president to prepare agenda items for faculty meetings, b) record meeting minutes and distribute to all faculty members, c) store an electronic copy of faculty meeting minutes on the shared drive.

Section 4. Council Composition

- A. The Faculty Affairs council shall be comprised of five (5) voting faculty members, at least one member shall be a tenured or tenure track faculty member. The Academic Affairs council shall be comprised of five (5) voting faculty members, of which one shall be *ex officio*, the Associate Dean for Academic Affairs. Two members shall teach primarily in the undergraduate curriculum, two members shall teach primarily at the graduate level. The Student Affairs council shall be comprised of five (5) voting faculty members, of which one member shall teach primarily in the undergraduate program and one member shall teach primarily in the graduate program. The Scholarship Affairs council shall be comprised of three (3) voting faculty members, of which one shall be *ex officio*, the Associate Dean for Research. These *ex officio* members shall have voting rights. *Ex officio* members may be excused from a council meeting upon the request of a council member.
- B. The Academic Affairs, Student Affairs, and Scholarship Affairs councils may include one student member from each of the undergraduate and graduate student bodies.
- C. The Student Nurses' Association (SNA) is charged with electing undergraduate student members to council service. The MSN / PhD / DNP Coordinators shall send notices to graduate students soliciting members.
- D. Faculty membership on the councils shall be elected. All council membership shall be composed of staggered terms.
- E. Each council shall elect a chairperson-elect. The chairperson-elect shall be elected annually. After a one-year term, the chair-elect shall assume the role as chair. Members of the SON faculty administrative team (Dean and Associate Deans) are not elected to councils or eligible to serve as chair or chair-elect of any council. The Chair-elect shall function as a secretary.
- F. In the event that a SON council chair intends to resign her/his chair position, she/he shall inform the Faculty Organization president in writing of her/his intention to resign,

whereupon the chair-elect assumes the chair position. Additionally, she/he shall inform each of the council members. Then the council shall elect another chair-elect to replace the one who assumed the chair position. This election should be before or at the council's next scheduled meeting. The process of the election shall be decided by the council (electronic ballot, paper ballot, at or outside a scheduled council meeting, etc.). The affected council shall then provide the voting results to the Faculty Organization president, who shall disseminate that information to the faculty.

- G. Council members who intend to resign their position shall notify the council chair, council members, and the Faculty Organization president in writing.

- H. Any SON council may vote to remove its incumbent chair, if its chair is not satisfactorily fulfilling the responsibilities of that chair position. The process is:
 - 1. A motion to vote for chair removal and a second must come from the affected council – the process for which (electronic ballot, paper ballot, at or outside a scheduled council meeting, etc.) shall be the decision of the affected council.
 - 2. Inform the incumbent chair in writing of the council's motion/second to vote to remove with rationale and documentation.
 - 3. Inform the Faculty Organization president in writing of the council's intention to vote to remove a chair with rationale and documentation.
 - 4. A vote to remove the chair shall be conducted before or at the next meeting of the council. The voting process shall be determined by the council (electronic ballot, paper ballot, at or outside a scheduled council meeting, etc.).
 - 5. If the vote is in favor of chair removal, the chair is informed and the chair-elect assumes the chair position and a vote for a new chair-elect is held.
 - 6. The affected council shall then provide the outcome to the Faculty Organization president, who shall disseminate that information to the faculty.
 - 7. If the chair is removed, the individual will remain as a council member.

Section 5. Committee Composition

- A. Administrative faculty are not eligible to serve on committees.
- B. Each committee shall elect a chairperson-elect. The chairperson-elect shall be elected annually. After a one-year term, the chair-elect shall assume the role as chair. Members of the SON faculty administrative team (Dean and Associate Deans) are not elected to committees or eligible to serve as chair or chair-elect of any committee. The chair-elect shall function as secretary.
- C. In the event that a SON committee chair intends to resign her/his chair position, she/he shall inform the Faculty Organization president in writing of her/his intention to resign, whereupon the chair-elect assumes the chair position. Additionally, she/he shall inform each of the committee members. Then the committee shall elect another chair-elect to replace the one who assumed the chair position. This election should be before or at the committee's next scheduled meeting. The process of the election shall be decided by the committee (electronic ballot, paper ballot, at or outside a scheduled committee meeting, etc.). The affected committee shall then provide the voting results to the Faculty Organization president, who shall disseminate that information to the faculty.

- D. Committee members who intend to resign their position shall notify the committee chair, committee members, and the Faculty Organization president in writing.
- E. Any SON committee may vote to remove its incumbent chair, if its chair is not satisfactorily fulfilling the responsibilities of that chair position. The process is:
 - 1. A motion to vote for chair removal and a second must come from the affected council – the process for which (electronic ballot, paper ballot, at or outside a scheduled council meeting, etc.) shall be the decision of the affected council.
 - 2. Inform the incumbent chair in writing of the council’s motion/second to vote to remove with rationale and documentation.
 - 3. Inform the Faculty Organization president in writing of the council’s intention to vote to remove a chair with rationale and documentation.
 - 4. A vote to remove the chair shall be conducted before or at the next meeting of the council. The voting process shall be determined by the council (electronic ballot, paper ballot, at or outside a scheduled council meeting, etc.).
 - 5. If the vote is in favor of chair removal, the chair is informed and the chair-elect assumes the chair position and a vote for a new chair-elect is held.
 - 6. The affected council shall then provide the outcome to the Faculty Organization president, who shall disseminate that information to the faculty.
 - 7. If the chair is removed, the individual will remain as a council member.

F. Committee membership, terms, and election.

- 1. The Bylaws Committee
 - a. Comprised of three (3) voting faculty members
 - b. Members serve two year terms
 - c. Members are elected.
- 2. The Merit Committee
 - a. Comprised of five (5) voting faculty members, with at least one member representing each of the following ranks: tenured, tenure track, faculty in residence, and lecturer.
 - b. Members serve a 1 year term.
 - c. Members are elected when merit is available.
- 3. The Nominations Committee
 - a. Comprised of three (3) voting faculty members
 - b. Members serve two year terms
 - c. Members are elected.
 - d. Members may not hold a Faculty Organization office concurrently.
- 4. Promotion and Tenure
 - a. Comprised of three (3) tenured faculty members. A temporary subcommittee consisting of 2 or 3 tenured faculty with full professor rank will be elected in the event that a faculty member is seeking promotion to

the rank of full professor. The temporary subcommittee will disband on completion of the task.

- b. Members serve two year terms
 - c. Members are elected.
5. Simulation Committee
- a. Comprised of three (3) voting faculty members: two who teach primarily in the undergraduate program and one who teaches primarily in the graduate program. One student representative from both the undergraduate and graduate programs may have membership in the simulation committee. The Director of the Clinical Simulation Center of Las Vegas shall serve as an *ex officio* member with voice but no vote.
 - b. Members serve two year terms
 - c. Members are elected.
6. Faculty Search Committee
- a. Comprised of 3 voting faculty members, one of which must be a member of the Faculty Affairs Council.
 - b. Members serve two year terms.
 - c. With the exception of the Faculty Affairs Council member, members are elected.

Section 6. Duration of Terms For Faculty Organization Officers, Council and Committee Members

- A. The president of the Faculty Organization shall serve for a term of one year. At the end of the year, the president-elect shall assume the responsibilities of the president. The secretary of the Faculty Organization shall serve for a term of two years.
- B. Faculty membership on councils shall be for a three year period with staggered terms. A chairperson shall serve for one year. The chair-elect must have served on the council for a period of at least one year.
- C. Faculty membership on committees shall be for a two year period with staggered terms. The committee shall elect a chairperson.
- D. In the event a Faculty Organization officer intends to resign her/his position, she/he shall inform the faculty in writing of her/his intention to resign. If the officer is the president, the president-elect shall assume the position, and the Nominations Committee shall hold an election for a new president-elect. If the officer resigning is the president-elect or the secretary, the Nominations Committee shall hold an election to fill the vacancy. This election should be before or at the next Faculty Organization scheduled meeting.
- E. All new terms for officers, council, and committee membership begin on the first contract day of the Fall semester. Ad hoc committee membership begins at the time of appointment. The term for individuals filling vacated positions begins immediately upon appointment and terminates at the end of the original term.
- F. In the event that a SON committee chair intends to resign her/his chair position, she/he shall inform the Faculty Organization president in writing of her/his intention to resign, whereupon the chair-elect assumes the chair position. Additionally, she/he shall inform each of the committee members. Then the committee shall elect another chair-elect to replace the one who assumed the chair position. This election should be before or at the committee's next scheduled meeting. The process of the election shall be decided by the

committee (electronic ballot, paper ballot, at or outside a scheduled council meeting, etc.) The affected committee shall then provide the voting results to the Faculty Organization president, who shall disseminate that information to the faculty.

- G. Committee members who intend to resign their position shall notify the committee chair, committee members, and Faculty Organization president in writing.
- H. The Faculty Organization may vote to remove an incumbent officer, if the incumbent officer is not satisfactorily fulfilling the responsibilities of the position. The process is:
 - 1. A motion to vote for officer removal and a second must come from the Faculty Organization – the process for which shall be the majority decision of the Faculty Organization.
 - 2. Inform the incumbent officer in writing of the Faculty Organization’s motion/second to vote to remove with rationale and documentation.
 - 3. A vote to remove the officer is conducted before or at the next meeting of the Faculty Organization. The voting process shall be decided by the Faculty Organization (electronic ballot, paper ballot, at or outside a scheduled Faculty Organization meeting, etc.).
 - 4. If the vote is in favor of officer removal, an elect position (if available) assumes the position or a vote for a new officer is held.
 - 5. The voting outcome is disseminated to the faculty.

Section 7. Mission of the Councils

There are four councils. Each council is responsible for the following:

- A. *Academic Affairs Council*: Undergraduate and graduate curriculum, school resources, and accreditation.
- B. *Faculty Affairs Council*: Faculty screening and recommending, merit guidelines, faculty appeals, workload, and awards.
- C. *Student Affairs Council*: Admissions and progression criteria, standards for graduation, undergraduate and graduate scholarships and awards, grievances, student policies.
- D. *Scholarship Affairs Council*: Scholarship and research development and dissemination for faculty and students.

Section 8. Mission of the Committees

There are five committees. Each committee’s responsibilities are:

- A. Bylaws: Review Bylaws annually.
- B. Merit: Review and recommend merit awards. (as needed)
- C. Nominations: Recruit nominees and hold all elections, except for Faculty Senate. (See Appendix B.)
- D. Promotion and Tenure: Review and recommend to faculty changes in promotion, mid-tenure, and tenure policies, guidelines, and processes. Review promotion and tenure applications and make written recommendations to the dean.
- E. Simulation: Facilitate integration of simulation into curriculum.

Section 9. Guidelines For Achieving Missions of the Councils

The guidelines for achieving the missions for each council are as follows:

Academic Affairs Council

- A. Undergraduate and Graduate Curriculum
 - 1. At regular intervals and as needed, evaluate the SON baccalaureate and graduate programs.
 - 2. Develop and recommend to the faculty, policies or revisions related to the philosophy, curriculum, and administration of the baccalaureate and graduate programs.
 - 3. Review and evaluate suggestions for curriculum changes brought forward by the faculty.
 - 4. Assess the effectiveness of the existing curriculum in relation to the philosophy and outcomes of the baccalaureate and graduate programs, as well as external standards.
 - 5. Review course summaries completed by course coordinators or lead faculty.
- B. Changes to Programs of Study
 - 1. Any voting faculty member may recommend the addition or deletion of programs of study.
 - 2. The recommending faculty member shall gather data indicating the need for initiation or deletion of the program, including the impact on resources for the program, then complete the appropriate university forms, and present the request to the council. The council shall make a recommendation to both the Faculty Organization and the dean, who must approve prior to forwarding the request to the appropriate UNLV committee. Entirely new programs must be approved by the Board of Regents. Requests for changes that do not require additional faculty or resources must be approved by the Faculty Senate Curriculum Committee.
 - 3. Deletion of a program requires approval of two-thirds of the membership of the Faculty Organization.
- C. Course Policies
 - 1. The addition of new courses, deletion of courses, or changes in the amount of credit, the description, objectives, or the prerequisites requires approval of the council members. The council forwards such approved changes to the Faculty Organization for a vote.
- D. Allocation of School Resources
 - 1. Initiate review of proposed purchases of instructional media and equipment.
 - 2. Recommend instructional media and equipment for purchase to the Faculty Organization and the dean.
 - 3. Make budgetary recommendations to the dean regarding physical resources for the SON.
- E. Accreditation
 - 1. Request and maintain documentation necessary for compiling accreditation report.
- F. Academic Policies
 - 1. Develop, review and revise policies related to curriculum in the SON.
 - 2. Forward policies to the Faculty Organization for a vote.

Faculty Affairs Council

- A. Merit
 - 1. Develop, review, and revise the merit criteria policy.
- B. Faculty Appeals
 - 1. Faculty appeals following denial of tenure, promotion, merit, or reappointment shall

- follow the UNLV bylaws process.
- 2. Serve as a “committee of peers” (UNLV bylaws, Chapter 6, Section 8.3) to conduct a separate written annual evaluation for faculty who disagree with the administrative evaluation, if the affected faculty member requests this in writing.
- C. Search and Screen
 - 1. Draft and approve a written description for any new positions.
 - 2. Recommend a priority list for all new positions to the Dean.
 - 3. Appoint a member of the Faculty Affairs Council to serve on the Faculty Search Committee.
- E. Faculty Workload
 - 1. Review the SON faculty workload policy and make recommendations as needed to the Faculty Organization and the Dean.
- F. Faculty Policies
 - 1. Develop, review and revise policies related to faculty affairs in the SON.
 - 2. Forward policies to the Faculty Organization for a vote.
- G. Administrator/Coordinator Assessments
 - 1. Develop, review and revise policies and procedures related to annual faculty assessments of Associate Deans and Program Coordinators.
- H. Faculty Awards
 - 1. Develop award criteria, review applications, and submit recommendations for awards administered by the council to the Dean.

Scholarship Affairs Council

- A. Faculty Development
 - 1. Provide regular scholarship-related development seminars to meet the needs of all faculty for tenure and promotion and professional development.
 - 2. Annually update faculty regarding library services.
 - 3. Collaborate with simulation committee regarding faculty development.
- B. Student Development
 - 1. Facilitate research opportunities for undergraduate, masters’, and doctoral students.
 - 2. Regularly update students on library services and scholarly projects in the School of Nursing.
 - 3. Serve as a resource to students regarding scholarship issues.
 - 4. Promote participation in local, regional, national, and international scholarly conferences and other professional venues.
 - 5. Serve as a resource for library services.
- C. Dissemination
 - 1. Develop mechanisms to identify and disseminate student scholarly interests.
 - 2. Disseminate faculty research and scholarly interests and activities to students, other UNLV faculty members, and other appropriate groups through oral and poster presentations at UNLV and other events (e.g., Graduate Student Orientation).
 - 3. Conduct an annual research and/or scholarship day showcasing faculty research (e.g., Interdisciplinary Research Day) and other scholarly endeavors.
- D. Scholarship Policies

1. Develop, review, and revise policies that address faculty and student scholarly development and dissemination.
2. Forward policies to the Faculty Organization for a vote.

Student Affairs Council

- A. Identify criteria for the admission, progression and graduation of students in the baccalaureate, master's and doctoral programs
- B. Review student candidates for awards, honors, and scholarships, based on the criteria determined by the funding bodies and announce decisions or make recommendations to the appropriate agent
- C. Oversee all matters related to progression and retention of students.
- D. Act on petitions and grievances submitted by members of the student body, with written decisions provided to the originating student and placed in student files.
- E. Student Policies
 1. Develop, review, and revise policies that address student issues.
 2. Forward policies to the Faculty Organization for a vote.

Section 10. Meetings of the Councils

The councils shall meet as determined by each council in order to complete the business of the SON.

Section 11. Guidelines For Achieving Missions of the Committees

Bylaws Committee

Responsibilities of this Committee are:

- A. Review the bylaws of the SON annually for consistency with UNLV Bylaws and the NSHE code and propose revisions to the Faculty Organization.
- B. Seek recommendations from members of the Faculty Organization for proposed amendments to the Bylaws.

Merit Committee

Responsibilities of this Committee are:

- A. Review applicants for merit based on criteria established by Faculty Affairs
- B. Make recommendations to the dean with written rationales.

Nominations Committee

Responsibilities of this Committee are:

- A. Recruit candidates for elected positions.
- B. Conduct all elections in the SON, except for Faculty Senate.

Promotion and Tenure Committee

Responsibilities of this Committee are:

- A. Review and recommend to faculty, changes in mid-tenure, tenure and promotion policy, guidelines, or process.
- B. Establish timeline (with approval from Dean) for internal review of faculty under consideration for the promotion and tenure process.

- C. Ensure that activities designated in the time-line for the tenure and promotion process of faculty under consideration are implemented and upheld. (See example of timeline attached to Tenure and Promotion Policy (F-1).

Simulation Committee

Responsibilities of this Committee are to:

- A. Assess simulation hardware/software and resource needs for faculty and students.
- B. Collaborate with the Scholarship Council as needed for faculty development related to:
 - 1. teaching strategies using technology in the classroom
 - 2. current and emerging technologies and developmental resources
- C. Collaborate with the Simulation Center.

Faculty Search Committee

- A. Facilitate the recruitment and screening process.
- B. Determine by vote of the faculty which candidate or candidates they wish to recommend for appointment.
- C. Prepare a written report of the committee's recommendations for appointment, including the candidates' credentials and application for employment.
- D. Submit the report for candidate appointment to the Faculty Affairs Council, Associate Deans and the SON Dean.

Section 12: Meetings of the Committees

- A. Committees shall elect a chair and keep minutes. These minutes in electronic format shall be posted on the shared drive after they are approved by the chair.
- B. The committees shall meet as determined by each committee to complete their responsibilities.
- C. A simple majority shall constitute a quorum.

Section 13. Ad Hoc Committees

- A. Task forces or ad hoc committees shall be created when a need/problem arises which does not fall within the specific purposes and functions of the councils or committees or when a one-time task needs to be accomplished. Each task force/ad hoc committee shall be task specific and time limited. Each is responsible to and reports back to the Faculty Organization.

ARTICLE V

Administration of the School of Nursing

Section 1. Chief Administrative Officer

The chief administrative officer shall be the dean of the SON. The dean shall be appointed by the president of UNLV upon recommendation from the Faculty Organization to the provost. The duties of the dean shall be defined in a position description.

Section 2. Assistant Administrators

Associate Dean: Research

The duties of the associate dean for research are defined by the dean of the SON in a position description. Faculty will complete an annual assessment for input to the dean. The associate dean for research shall be appointed by the dean of the SON upon recommendation from the Faculty Organization.

Associate Dean: Academics

The duties of the associate dean for academics are defined by the dean of the SON in a position description. Faculty will complete an annual assessment for input to the dean. The associate dean for academics shall be appointed by the dean of the SON upon recommendation from the Faculty Organization.

Associate Dean: Faculty Affairs

The duties of the associate dean for faculty affairs are defined by the dean of the SON in a position description. Faculty will complete an annual assessment for input to the Dean. The associate dean for faculty affairs shall be appointed by the dean of the SON upon recommendation from the Faculty Organization.

Undergraduate Coordinator

The undergraduate coordinator oversees the undergraduate program as delineated in policy. Faculty will complete an annual assessment for input into the annual evaluation.

Master's Coordinator

The master's coordinator oversees the master's program as delineated in policy. Faculty will complete an annual assessment for input into the annual evaluation.

Doctor of Nursing Practice (DNP) Coordinator

The doctor of nursing practice coordinator oversees the DNP program as delineated in policy. Faculty will complete an annual assessment for input into the annual evaluation.

PhD Coordinator

A. The PhD coordinator oversees the PhD program as delineated in policy. Faculty will complete an annual assessment for input into the annual evaluation.

Section 4. Appointment of Program Coordinators

Baccalaureate, master's, and doctoral programs shall all be coordinated by program coordinators who are elected to the position and confirmed by the Dean of the School of Nursing as follows:

- A. The program faculty (BSN, MSN, DNP or PhD) shall nominate the coordinators as follows:
 1. Eligible candidates
 - a. Any full-time faculty member with a primary responsibility for teaching in the program of interest shall be eligible. No doctoral degree is required for the BSN or MSN coordinators.
 - b. The MSN program coordinator must be a board-certified family nurse practitioner in accordance with accreditation criteria and a certified nurse educator.
 - c. The DNP coordinator must hold a doctoral degree.
 - d. The PhD coordinator must hold a research doctorate and have an active program of research as evidenced by presentations, publications, and grant applications.

2. Nomination process
 - a. Shall be handled by the nominating committee.
 - b. Potential candidates must consult with the Dean regarding their candidacy.
 - c. The Nominations Committee collects signed acceptances from nominees that confirm eligibility and willingness to serve if elected.
- B. In the event the faculty members are unable to nominate a program coordinator, the Dean shall nominate the coordinator after giving faculty no fewer than two working days prior to notice of that nomination.
- C. In the event that the candidate nominated by the faculty is unacceptable to the Dean, the faculty shall be provided the opportunity to either nominate another candidate or make its case directly to the Dean.
- D. The initial term of office of a coordinator shall be three (3) years, with the possibility of reappointment by the Dean for an additional term of three (3) years. There is no limit to the number of times that a candidate may be elected.
- E. A Program Coordinator may be removed from office during his/her term by the Dean. Program faculty may initiate a request for removal of the Program Coordinator by submitting a petition signed by at least 25% of the program faculty to the Associate Dean of Academic Affairs. The Associate Dean of Academic Affairs shall then notify the Program Coordinator and establish a schedule for a vote of confidence. Nominating committee shall conduct an election and report the vote of confidence result to the Dean.

ARTICLE VI

Faculty Organization Meetings

Section 1. Full Faculty Meetings

Five full faculty meetings shall be scheduled during the school year by the president of the Faculty Organization. The meetings shall be scheduled at minimum during the following semesters: two in the fall, two in the spring and one in the summer. Regularly scheduled meetings shall be on a master calendar distributed at the beginning of each semester. The agenda for meetings shall be determined through collaboration of the dean, the president of the Faculty Organization and the faculty council chairpersons. The agenda shall be prepared by the secretary of the Faculty Organization and disseminated to faculty members at least five working days prior to each full faculty meeting.

Section 2. Special Meetings

In emergencies, as much prior notice of a faculty meeting shall be given as is feasible. Special meetings may be called by the dean or the president of the Faculty Organization when deemed necessary or upon petition of one-third of the voting members of the faculty.

ARTICLE VII

Faculty Organization Voting

Section 1. Voting Members

Voting members shall be all full time and part time (0.5 FTE or more) faculty members in the SON with contracts for either an academic or calendar year.

Section 2. Members With Voice and No Vote

Members with voice but no vote are PTI faculty, adjunct faculty, and those with less than 0.5 FTE appointments. Students shall have voice but no vote.

Section 3. Voting Guidelines

- A. Fifty percent plus one of the total SON voting-eligible faculty constitutes a quorum.
- B. Matters requiring action of the Faculty Organization shall be distributed to the faculty one week prior to full faculty meetings.
- C. Decisions of the Faculty Organization shall be determined by a fifty percent plus one vote of the quorum. The president may solicit votes from the faculty via electronic means. If electronic vote is solicited, one week for discussion shall be followed by one week of voting. A summary of any discussion of the matter in question shall accompany the request for votes. Results of electronic votes shall be reported in the minutes of the first full faculty meeting following the vote.

ARTICLE VIII
Procedures Of The Organization

All council and full faculty meetings shall operate using *Robert's Rules of Order, Newly Revised*.

APPENDIX A

Faculty Members

Section 1. Definitions

Academic faculty may be full time, part time, part time instructor (PTI), joint appointment or adjunct faculty members as delineated in their contracts. Faculty members may be in tenured, tenure-track or non-tenured clinical positions. These positions are in accordance with contracts between UNLV and the faculty member.

Section 2. Duties of full time and part time academic faculty

- A. Promote the missions of the SON and UNLV.
- B. Develop, implement and evaluate the academic programs of SON.
- C. Complete teaching responsibilities.
- D. Provide a minimum of four office hours per week.
- E. Provide opportunities for students to evaluate teaching effectiveness.
- F. Participate, as appropriate to appointment status, in recommendations regarding faculty affairs (e.g. promotion, mid-tenure or tenure-review).
- G. Conduct research and creative activities as required by appointment status.
- H. Actively participate in faculty governance by agreeing to be nominated to serve on a council or ad hoc committee in the SON or on UNLV committees.
- I. Attend full Faculty Organization meetings during the semesters employed at the SON.
- J. Respond within the established time frame to requests for SON or UNLV reports.
- K. Contribute to community service activities as appropriate to appointment status.
- L. Participate in the annual assessment of administrators.

Section 3. Duties of Part Time Instructors (PTI)

- A. Promote the mission of the SON and UNLV.
- B. Contribute to the development, implementation and evaluation of the assigned program of teaching.
- C. Prepare materials and meet with classes as scheduled.
- D. Provide the opportunity for students to evaluate teaching effectiveness.
- E. Provide a minimum of two office hours per week.
- F. Act as a liaison in the clinical agency directing faculty and students to additional learning experiences.

Section 4. Duties of Joint Appointment Faculty

- A. Promote the mission of the SON and UNLV.
- B. Contribute to the development, implementation and evaluation of the assigned program of teaching.
- C. Prepare class materials and meet with classes as agreed upon by the joint appointment parameters.
- D. Provide a minimum of two office hours per week.
- E. Provide the opportunity for students to evaluate teaching effectiveness.
- F. Facilitate and/or participate in the research and creative activities of colleagues.
- G. Respond within the established time frame to requests for SON and UNLV reports.

Section 5. Duties of Adjunct Faculty.

- A. Participate in classroom teaching as individually negotiated.
- B. Facilitate or precept students involved in learning experiences
- C. Consult regarding course content.
- D. Act as a resource person in the community to seek out and direct students and faculty to additional learning experiences.

Section 6 Workload of the Faculty

Workload of the faculty is specified in the SON workload policy. The assignment must be approved by the dean of the SON.

APPENDIX B

School Representation on University Committees

Faculty Senate: A SON faculty member shall be elected for a term of three years. Elections shall be held in Spring of the year in which a vacancy shall occur. The elections shall be organized by the current senator. In the event of a vacancy, the Nominating Committee shall hold an election to fulfill the remaining term.

Faculty Senate Standing Committees: Representation to the Senate Standing Committees shall be organized by the representative to the Faculty Senate. Elections for vacancies shall be held in the spring, but in the event of pre-existing vacancies, the senator shall inform the Nominating Committee to organize elections to fulfill the remaining term.

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

Administrative Committees: The dean shall notify faculty members of the SON regarding the opportunity to serve on standing or ad hoc administrative committees. If more than one faculty member expresses interest in the committee, the Nominating Committee shall originate a mailed ballot election within the time period requested to fulfill the vacancy.