

**BYLAWS OF THE COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT  
UNIVERSITY OF NEVADA, RENO**

## **Part I. General Sections**

### **1. Authorization and Scope**

1.1 These Bylaws are authorized by the University of Nevada, Reno Bylaws. These Bylaws are subordinate to the Bylaws of the University and to the Code and policies of the Nevada System of Higher Education (NSHE). In the event of a conflict between these Bylaws and the NSHE Code, and/or University Bylaws, the NSHE Code and University bylaws prevail.

1.2 These Bylaws provide for the organizational and administrative structure and personnel, policies, and procedures for the faculty of the College of Education and Human Development (COEHD).

1.3 After these Bylaws are adopted, any procedures for implementation shall be in effect upon approval by the College faculty and the Dean.

### **2. Adoption of Bylaws**

2.1. As per UNR Bylaws sections 2.1.1 and 2.3.8, approval of these Bylaws by COEHD voting faculty will be indicated by confidential paper or electronic ballot. The majority of those voting must vote in favor for adoption to proceed.

The Bylaws shall be considered as adopted and in full force and effect upon:

review by the UNR Faculty Senate;

approval by the COEHD voting faculty as described above;

approval by the Dean; and



academic department chair, and for providing feedback for the evaluation of the academic department chair.

Procedures for the adoption and amendment of academic department Bylaws, are described in section 2.1.2 of the UNR Bylaws. The College Senate serves as the bylaws committee for the COEHD and is responsible for reviewing proposed academic department Bylaws and subsequent amendments to ensure that there are no conflicts between what is proposed and the COEHD and UNR Bylaws.

The most recently approved academic department Bylaws, including any approved amendments, shall be forwarded to the UNR Office of the Faculty Senate and be made available to all faculty.

Centers may be included in affiliated academic department Bylaws or they may develop, adopt, and maintain bylaws of their own to provide for their organizational structure and personnel policies and procedures. Centers with their own bylaws will follow the same procedures as academic departments for adoption and amendments.

6.3 NSHE Code 1.4.9, UNR Bylaws 2.1.3, and the University Administration Manual (UAM) govern the creation, abolition, transfer, or any substantial alteration in the mission, organization, function, structure, or location of units, including academic departments and centers.

## **7. Administrators**

7.1 DEAN. The Dean of the COEHD is the administrative and executive officer and academic leader of the College. Responsibilities and duties shall be specified by the President and the Provost. In the temporary absence of the Dean, the University President or Provost may appoint





committee shall also advise the Dean on any other matter relating to the continuing employment, tenure, promotion, or annual evaluation of any academic faculty member.

8.6. Graduate Committee. This committee is responsible for providing recommendations to the Dean concerning graduate programs in the College. It also provides leadership in defining broad policy for advanced programs in the College. This may include, but is not limited to, such issues as the role of scholarship/research, mentoring graduate students, the recruitment and retention of diverse students, program/course quality, frequency of shared course offerings, and program performance assessment.

This committee is composed of two academic faculty with graduate faculty status from each Department, elected by academic faculty from their Departments.

8.7 Curriculum and Assessment Committee. The committee is responsible for review and approval of proposed curricular changes (undergraduate, masters, and doctoral) in the College, and for advising the Dean on any matter relating to the college assessment, and accreditation, as appropriate. The committee is composed of an Associate Dean, the Department Chairs, one additional academic faculty member from each Department who is elected by academic faculty members from their Department, a representative from the Advisement Center, and a representative of the Office of Clinical Experiences and Assessment.

8.8. Research and Grants Committee. This committee is responsible for reviewing policies, resources, and supports available to faculty and making recommendations on these matters to the Dean for the purpose of maximizing faculty capacity to engage in research and fulfill the mission of the College. This committee recommends distribution of College research funds and other College-level incentives, as needed, and reviews nominations and makes recommendations for College-level researcher awards.

This committee is composed of one academic faculty representative from each Department elected by academic faculty from that Department, and two administrative faculty in the College elected by administrative faculty in the College. Only faculty who have had an external grant within the past three years are eligible to serve.

8.9 Diversity, Equity, and Inclusion Committee. The role of this committee is to promote and support an inclusive and equitable climate in the College for faculty, staff, and students. This committee identifies areas of need through structured and ongoing inquiries; makes recommendations to the Dean about policy and practice as they relate to an equitable and inclusive climate; provides venues that address identified needs; and serves as a resource for students and faculty.

This committee is composed of two academic faculty from each Department, elected by academic faculty from their Department, two administrative faculty in the College, elected by administrative faculty in the College, and one classified staff member, elected by classified staff members in the College. An Associate Dean may also serve as a voting, ex officio member of this committee.

### **Part III. Faculty**

## **9. Definitions of Faculty**

9.1 For purposes of these Bylaws, the College faculty shall consist of all university faculty, as defined in the University Bylaws, section 2.3.2, who are assigned to the College or whose annual evaluations are the responsibility of the College. College faculty include academic and administrative faculty (see University Bylaws, section 2.3.2 and 2.3.3) (see University Bylaws, section 2.3.3). For purposes of these Bylaws, the College faculty includes the Dean and the Associate Dean(s), but excludes temporary faculty adjunct faculty, emeritus faculty, classified staff, part-time instructors on Letters of Appointment, graduate students appointed as teaching assistants or research assistants, and adjunct faculty. All College faculty on a regular contract with a 0.50 FTE or greater assigned to the College or department shall be a voting member of the College or department. Faculty members with a 0.50 FTE or greater in Cooperative Extension

Adjunct faculty are individuals who are affiliated with the College but are not paid by the College. Adjunct faculty do not have role statements and do not vote in the College.

Emeritus faculty are faculty who have been approved by the President for emeritus status. Emeritus faculty may continue to chair, co



11.2. The petition or notice of a meeting of the faculty (as per letters a through c above) will be submitted to the Dean. In the case of a matter deemed urgent by any of the parties noted in 11.1, -urgent available to all members of the College faculty and classified staff at least two working days before the meeting.

## **Part IV. Faculty Personnel Policies and Procedures**

### **12. College Personnel Policies and Procedures**

12.1. Personnel recommendations: The college follows the personnel policies and procedures listed in the NSHE Code, the University Bylaws, and the University Administrative Manual. Departments are responsible for the initiation of tenure, promotion, and annual evaluations for all academic faculty assigned to their departments. The burden of demonstrating that the standards for tenure have been met lie with the applicant for appointment with tenure. Evaluations for administrative faculty members are initiated by their supervisors, and shall follow the procedures in the University Administrative Manual.

12.2 Tenure: The standards for tenure are established in the NSHE Code. Tenure-track academic faculty members eligible for appointment with tenure may be considered for appointment with tenure at any time during the probationary period of employment.

12.3 Reappointment of probationary faculty: A probationary member of the faculty shall be evaluated and formally considered annually for reappointment at the department and college levels.

12.4 Third-year review of probationary faculty: A probationary member of the faculty must undergo a careful and thorough third-year review toward tenure and, annually thereafter. The probationary faculty member shall be informed of this evaluation in writing, including the program of improvement that must be undertaken to be considered for tenure at a later date. All third-year narrative progress assessments shall be prepared by the department chair in consultation with the appropriate tenure review committee or promotion committee, if any, and shall forward the results of the review to the College Academic

A faculty member at Ra6 Ra

Rank III and Rank IV vote on promotion from Rank II to Rank III. For faculty moving from

evaluation documents, and, when applicable, may include feedback from the Department personnel committee, as stated in Departmental Bylaws or policy.

15.3. Center directors will be evaluated by their designated supervisors.

15.4 The Department Chair or Center Director shall forward the completed evaluation documents to the College Personnel Committee. The Personnel Committee shall review the evaluation determinations for fairness and consistency. The Personnel Committee shall forward evaluations with any recommended changes and their justification to the Dean.

15.5. The Dean shall review the evaluations of all faculty members in accordance with the provisions in the UNR Bylaws and shall finalize the evaluation.

## **16. Merit**

16.1 The Dean will make recommendations for merit. According to the University of Nevada, Reno Bylaws 3.3.2, an overall evaluation of excellent or commendable shall be considered

## **17. Reconsiderations/Grievances**

17.1 The College Personnel Committee shall review requested reconsiderations of annual evaluations and merit and forward evaluations with their recommendation and justification to th