

**Greenspun College of Urban Affairs**  
**BYLAWS**  
**Ratified by Faculty Vote**  
**September 25, 1997**

**Chapter 1**  
**Mission Statement**

**Section 1.1 Mission Statement**

1.1.1: Mission Statement: The Greenspun College of Urban Affairs is dedicated to the personal and academic development of its students, the advancement of the theoretical and applied body of knowledge of its disciplines, and the improvement of public policy and professional practices. This is accomplished by participating in a dynamic partnership of interdisciplinary learning, service, and scholarship that is founded on active collaboration among students, faculty, professional and community members. The College focus is to enhance the quality of urban life through the discovery, assimilation, interpretation and application of the knowledge of its various disciplines. Through these educational and research efforts, the Greenspun College of Urban Affairs will strive to improve the quality of life, locally, and throughout the world.

1.1.2: History: The Greenspun College of Urban Affairs was formed in 1996 and included the following inaugural units: the Department of Counseling; the Department of Criminal Justice; the Department of Environmental Studies; the Hank Greenspun School of Communication; the Department of Leisure Studies; and the School of Social Work. The formation of the College was supported by a gift from the Greenspun family.

1.1.3: College Governance: It is presumed that the governance of the Greenspun College of Urban Affairs in a professional, democratic manner underlies the entire structure and philosophy of this body. Such a presumption places maximum responsibility upon its members to participate fully in its deliberations and to abide by its decisions.

1.1.4: These College Bylaws are intended to be consistent with the UNLV Bylaws, the University and Community College System of Nevada CODE, and Board of Regents' decisions.

## **Chapter 2**

### **College Organization**

#### **Section 2.1 College Organization**

2.1.1: The Greenspun College of Urban Affairs shall consist of the following six academic units: the Department of Counseling, the Department of Criminal Justice, the Department of Environmental Studies, the Hank Greenspun School of Communication, the **Department of Public Administration (Rev. #2)** and the School of Social Work.

2.1.2: Members of the Greenspun College of Urban Affairs shall include academic faculty, non-academic faculty, and classified staff. The voting members of the College shall be tenured or tenure-track faculty. The Dean and Associate Dean of the College shall also be voting members.

2.1.3: The academic unit Bylaws shall in no way conflict with the College Bylaws. In the event of a conflict between the academic unit Bylaws and the College, the College Bylaws shall prevail.

2.1.4.: Recommendations that new academic units be formed in the College will require the approval of two-thirds of the total voting members.

2.1.5: Recommendations for action to rename, split, consolidate or eliminate existing units shall require (a) a two-thirds majority of the academic unit or units concerned or if the unit or units shall disapprove, (b) a two-thirds majority of the College members voting.

2.1.6: Proposals for action in College reorganization that have the proper majority vote shall be forwarded to the Dean for College approval, and if approved, sent to the Provost and the president of UNLV. (See UCCSN CODE, 1.49: "Final action shall require the approval of the Board of Regents upon the recommendation of the appropriate president through the chancellor.")

## **Chapter 3**

### **College Administration**

The Greenspun College of Urban Affairs is one of nine academic Colleges which comprise the University of Nevada, Las Vegas. Authorization for the College and its unit Bylaws are provided in Chapter 1. Section 4.4 of the UNLV Bylaws.

#### **Section 3.1: Governance Policy:**

(See [UCCSN Code 1.3.4 & 1.4.6] UNLV Bylaws, Chapter 1 Section 4.) Consistent with Chapter 1. Section 1 of the UNLV Bylaws, which describes the delegation of certain authority to faculty by the Board of Regents, the faculty of the College serves as the chief organizing and policy recommending body of the Greenspun College of Urban Affairs. The Dean of the College is the chief administrative officer and a university administrator. Other administrative officers shall include the Associate Dean and other appointees. Department chairs and directors are academic administrators.

#### **Section 3.2: Dean of the Greenspun College of Urban Affairs**

3.2.1: Selection: The formal procedures for selecting the Dean are described in Chapter II, Section 10.5.1 of the UNLV Bylaws. Also see (UCCSN Code 5.4.8). The Provost shall convene a recruitment and screening committee which shall consist of six faculty members elected by the College faculty in accordance with College Bylaws, one Dean appointed by the Provost from the Academic Council (ex-officio and nonvoting), one student democratically elected by the CSUN Senate, and any nonvoting members selected by the Provost.

3.2.2: Selection of Interim Dean: In the event that a Dean is not appointed under the provisions of 3.2.1, an interim Dean, selected from the College faculty, shall be appointed by the Provost and the President.

3.2.3: Duties and Responsibilities: As the chief administrative officer of the College, the Dean has authority and responsibility for the College on all matters within the regular administrative channels of the University as defined in Chapter I, Section 5 of UNLV Bylaws. These include but are not limited to policy formation, interpretation and application; personnel selection and evaluation; budget preparation and allocation; short and long term planning; and leading regular meetings.

3.2.4: Evaluation of the Dean: According to Chapter III, Section 14.3 of the UNLV Bylaws, each College shall develop procedures for periodic assessment of the Dean by the faculty of the College who report directly to that administrator. This evaluation shall be conducted no less than once every three years, and will be given consideration in the annual evaluation by the administrator's supervisor.

The Greenspun College of Urban Affairs Ad Hoc Committee to Evaluate the Dean, comprised of one elected voting faculty from each unit will be formed at the request of the Dean or upon receipt of a petition signed by at least two-thirds of the voting College faculty. The committee will be formed at three-year intervals to develop and implement the evaluation.

3.2.5: Removal: At the formal request of two-thirds of the voting faculty members, removal of the Dean shall be considered by the Provost and the President.

3.2.6: Term: The Dean shall be appointed for a three-year term and can be reappointed.

### **Section 3.3 Associate Dean**

3.3.1: Selection: The Dean, in consultation with the Executive Committee (see Section 6.1.1), will select an Associate Dean.

3.3.2: Duties and Responsibilities: The Associate Dean will be under the direction and supervision of the Dean. Job duties and responsibilities will be defined by the Dean.

### **Section 3.4 Chairs and Directors**

3.4.1: Selection: Selection of a chair shall normally be guided by the principle that the unit faculty shall nominate the chair according to unit Bylaws. In the event the unit faculty is unable to nominate a chair, the Dean shall nominate the chair after consulting with the faculty of the unit and related units. Selection of a director shall be guided by the procedures set forth in UNLV Bylaws (see UNLV Bylaws, 10.5.1). Candidates for chair or director must be acceptable to the Dean and the Provost, and are appointed by the President.

3.4.2: Term of Office: The term of office of a chair or director shall be three years.

3.4.3: Qualifications: A unit chair or director shall normally be a tenured member of the faculty. Exceptions may be made only with the express written consent of the Dean and the Provost.

3.4.4: Method of Appointment: The name of the nominee for the unit chair or director position shall be forwarded by the Dean, through channels, for appointment by the president.

3.4.5: Procedures for Removal from Office: Unit chairs and directors may be removed from office during their terms by the President. The Provost, Dean, or unit faculty, in accordance with unit Bylaws, may seek removal of a chair or director.

3.4.6: Duties and Responsibilities: Duties and responsibilities of chairs and directors can include but are not restricted to the following: accessibility on a daily basis, personnel decisions, scheduling of classes, fiscal control, committee appointments, and curricular review.

3.4.7: Evaluation of Chairs and Directors: The unit head will be evaluated as provided by the Bylaws of the unit. Results of the evaluation will be made available to the Dean.

## **Chapter 4 Faculty Organization**

### **Section 4.1: Definitions.**

4.1.1: Academic Faculty: Authorized professional positions in the College and units who are instructional, research, and library faculty. They may be "tenured," having been awarded tenure at UNLV, or "nontenured" in tenure-track positions and not having completed their probationary period. (See Board of Regents Handbook Title 4, Chapter 3, Section 2.1, and UNLV Bylaws 4.1.1.)

4.1.2: Non-Academic Faculty: Authorized professional positions who are affiliated with the College, and who may perform such duties as teaching, research, consulting and community service. (See UNLV Bylaws 4.1.2.)

4.1.3: Graduate Faculty: Academic faculty may be considered for appointment to graduate faculty status if they hold a terminal degree in their respective field and have a satisfactory record of teaching, scholarship, and service according to the standards of the College. Each unit of the College shall establish specific criteria for such appointment. Graduate faculty status may be awarded at the full and associate level, in accordance with the Graduate College policies.

### **Section 4.2: Responsibilities of Academic Faculty:**

4.2.1: To the University: The primary responsibilities of academic faculty fall within the areas of teaching, scholarship, and service in keeping with the University's academic mission statement and the College's Mission Statement.

4.2.2: To the profession: With primary responsibility to one's discipline, faculty members are obliged to pursue and state the truth as they see it. This involves such activities as developing quality scholarship, improving scholarly competence, and exercising critical judgment in transmitting knowledge. Any subsidiary interests must never seriously hamper or compromise his/her freedom of inquiry. Faculty members are committed to honesty in the presentation and description of research, and must avoid all appearance of plagiarism or misrepresentation of their records of publication, service, and teaching. Faculty members should participate in professional organizations in their discipline. Involvement in the profession is one aspect of the annual evaluation of faculty.

4.2.3: To the community: Faculty members are obliged to support community services and activities in the area of their professional expertise, conduct research, workshops

and/or seminars, or serve as consultants so long as it does not interfere with their teaching/research responsibilities.

4.2.4: To students:

4.2.4.1: Student evaluations: The faculty member should provide students with feedback on their performance prior to the last day to withdraw from the course without penalty. Such feedback may be test scores, paper evaluations, or other as described in the course syllabus.

4.2.4.2: Student conduct: The faculty member tries to ensure that student conduct is academically honest. Depending on the faculty member's judgment of the case, various options, from verbal chastisement up to and including expulsion, are possible. The faculty member should refer to the Student Conduct Code and Policies for disciplinary procedures.

4.2.4.3: Student privacy: The faculty member has a legal obligation under the Family Educational Rights and Privacy Act of 1974 to ensure that a student's privacy rights as regards his/her grades or class standing are protected.

4.2.4.4: Exploitation of students: Faculty are to avoid the exploitation of students for private advantage. Specifically, faculty should not use the labor of students in private consulting assignments without properly remunerating those students for their efforts. Furthermore, faculty are not to plagiarize the work of students. Faculty members must not accept gifts or favors from students when there is reason to believe they are motivated by a desire for academic or personal advantage.

4.2.4.5: Meeting classes: Faculty should make every effort to ensure that classes begin at the appointed time and give prior notice to students of failure to meet scheduled classes. Any other alteration, cancellation, or rescheduling of classes may be done only after consulting with chair/director, and giving adequate notice to students.

4.2.4.6: The syllabus: The course syllabus should be presented on the first day of the course. It should contain course content, objectives, bibliography, evaluation criteria and weight of each criterion, policies regarding student deportment, honesty, attendance, and the university policy on disability. The syllabus is one element used in the faculty member's annual evaluation.

4.2.4.7: Office hours: Full-time academic faculty are to set aside a minimum of five office hours per week during regular academic semester. The hours should be posted and kept on file with the unit secretary. Meeting office hours and keeping appointments is one element in the annual evaluation of the faculty member.

4.2.4.8: Advisement: Faculty members are responsible for ensuring that the academic unit advises and mentors students as to academic policy and curriculum requirements and professional goals according to unit Bylaws. Student advisement is one element in the faculty member's annual evaluation.

4.2.4.9: Classroom deportment: The faculty member should not view the classroom as a forum for his/her personal views on subjects that are unrelated to the course. In addition, the faculty member should refrain from: abusive, obscene, or degrading language or gestures; stereotypical remarks unless such remarks are to demonstrate improper speech and are related to subject matter; behavior that may be construed as intimidating or vindictive; and endorsing any product or service in which s/he has a proprietary interest. The faculty member is expected to maintain control over his/her classroom and to provide the students with an environment that is conducive to learning.

4.2.5: To colleagues: According to the AAUP's statement on professional ethics, the faculty member respects and defends the free inquiry of his/her colleagues, shows due respect for the opinions of others, strives to be objective in professional judgment of colleagues, and accepts his/her share of faculty responsibilities in institutional governance. Collegiality will be one element in the annual evaluation of the faculty.

### **Section 4.3: The faculty member and the College:**

4.3.1: Assigned duties in the College: The duties of the faculty member consist of those responsibilities assigned by the Dean and unit administrator including, meeting classes and maintaining office hours, but also public service activities, committee assignments, or administrative functions. Teaching, research, service performance, and collegiality (see 4.2.5) shall be considered in decisions relating to compensation, retention, promotion, and tenure.

4.3.2: Work outside the College (See Board of Regents Handbook Title 4, Chapter 3, Section 6): Any work done outside the institution is to be conducted with due regard for the faculty member's paramount responsibility to the College. A faculty member should not become engaged in any outside remunerative activities that hamper or compromise his/her responsibilities to the College.

Faculty members are to inform their immediate superior in writing of the nature and extent of all outside professional or scholarly service for which they are remunerated by such mechanisms as required by the university.

Faculty members may make a general announcement of their availability as consultants, but may not solicit consulting activities.

In negotiating contracts for outside professional or scholarly services, faculty members shall not use university stationery.

According to the personnel policies regarding faculty workload, one day per week may be given to consulting activity as long as this does not interfere with the faculty member's assigned workload in teaching, research, and service. Units must ensure that consulting activities take place on the faculty member's own time and do not impact the execution of teaching, research, and service obligations to the unit, College, and university.

4.3.3: Use of College property (See University Board of Regents Handbook Title 4, Chapter 3, Section 6.8; and UNLV Policy on Private Professional Work 4.5): Faculty members must not use university property or facilities for pecuniary gain or for personal advantage if the use of such property or facilities has no legitimate relationship to the academic mission of the University. When such private practice is related to the university's academic mission, faculty should first consult with the unit head before embarking on such a venture. Authority to use the College's resources should be obtained in writing from the Dean.

All inventions (and subsequent patents) and copyrights that are developed with College resources and funds become the property of the College, with the exception of faculty-authored intellectual materials, regardless of the medium upon which they were produced and preserved, that remain the exclusive property of the faculty.

Faculty are permitted to use a university office and equipment, such as a computer, to develop such materials. Faculty may also use clerical and other support services for the development of such materials with permission of the appropriate unit head.

4.3.4: College and university affiliation (See University Board of Regents Handbook Title 4, Chapter 3, Section 6.): Faculty members must not create the impression that they are representing the university or that the university endorses or sponsors their activity, unless, in fact, they are or it does. This relates to the use of forms of identification, including university stationary and business cards, writing letters to public officials, offering expert testimony, and lending support to political candidates.

4.3.5: Faculty governance: Faculty have a duty to share the responsibilities and obligations of governance and administration of the university as provided for by the CODE and the UNLV Bylaws. These responsibilities include making recommendations regarding: approval of course content and manner of instruction; establishment of matriculation and degree requirements; faculty appointment and promotion; chair and director selection; faculty discipline and procedure formulation for student discipline; salary increase procedures; and faculty governance organizational structure.

#### 4.3.6: College faculty meetings:

4.3.6.1: Frequency: The Dean shall call a regular meeting of the College at least once each semester. Upon written request by at least one third of the College faculty, the Dean shall call a meeting. The Dean may call other meetings as frequently as the Dean feels necessary during the regular academic year.

4.3.6.2: Notification: Faculty shall be notified regarding the scheduling of a meeting at least two weeks prior to the meeting.

4.3.6.3: Agenda: Any faculty member can contribute items to the agenda. The agenda for each meeting shall be distributed to the College faculty at least one week prior to the scheduled meeting.

4.3.6.4: Minutes: Minutes of College meetings shall be distributed to the College faculty within one week following the meeting.

4.3.6.5: Quorum: A quorum for a College meeting shall be a simple majority of the voting members of the College.

4.3.6.6: Proxies: Proxies must be submitted in writing to the Office of the Dean prior to the meeting.

4.3.6.7: Voting: Voting in faculty meetings shall be by hand or voice, except that sensitive issues shall be by secret ballot. Any faculty member can identify any issue as being sensitive.

4.3.6.8: Parliamentary procedure: Proceedings of the College shall be conducted according to the most recent edition of Robert's Rules of Order, except where they conflict with these Bylaws, which shall take precedence.

#### **Section 4.4: Personnel policies:**

4.4.1: Annual faculty evaluation: As provided for in the University of Nevada System CODE Title 2, Chapter 5, Section 5.11, the annual evaluation serves as a summative evaluation for the faculty member and, as such, has a direct effect upon merit, promotion, tenure, and retention considerations.

Each unit in the College shall establish written criteria on which a faculty member is to be evaluated and may also establish any standing or ad hoc committees to assist the chair/director during the annual evaluation process.

The faculty member whose performance falls below minimum unit standards must be given an unsatisfactory rating (see UNLV Bylaws, Chapter 3, Section 8.5). Receipt of an overall unsatisfactory rating for two consecutive years by a tenured faculty member can be cause for termination of employment. (See University of Nevada System CODE Title 2, Chapter 5, Section 5.12.2 [a] & [b]).

The Faculty Annual Report shall be completed by each faculty member at the beginning of the year. Faculty shall submit the Report to the chair or director of their unit. The chair or director shall write an Annual Evaluation Report and present it to the faculty member for review. If the faculty member disagrees with the Report, s/he can discuss it with the unit head. If the matter is not resolved, s/he can write a rejoinder to the unit head within 30 days after formal notification or request a peer review hearing before the College committee within 15 days of formal notification. (See UNLV Bylaws, Chapter 3, Section 8.3; College Bylaws Chapter 6, Section 6.1.8.)

4.4.2: Faculty Personnel Files: According to UNLV Bylaws, Chapter 3, Section 9, personnel files on faculty will be maintained at the unit and College level and will be considered to be part of the university's master personnel file.

The files in the College and in the units will be under the supervision of the Dean and the chairs/directors, respectively. The files are to be kept in a secured, locked place. The materials in the personnel files shall be confidential.

The contents of the files are to be limited to those items that are pertinent to an evaluation of the faculty member's work, including, "biographical and personal information, evidence of a faculty member's academic and professional accomplishments, and personnel evaluations by department chairs, Deans or directors. No anonymous material except duly authorized student evaluations shall be placed in the file" (UNLV Bylaws, Chapter 3, Section 9.3.)

The following university personnel shall have access to an individual's personnel file: the faculty member, the unit head, the Dean of the College, the university President, the Provost, the university legal counsel, the University Affirmative Action Officer, and other duly authorized appeals or hearing officers.

A log sheet shall be maintained listing name, date, and reason for access to personnel files by the custodian of the files.

If a faculty member objects to the inclusion, retention, or removal of any material in his/her personnel file, the faculty member may make a written request to the appropriate administrator for its removal, modification, or retention. If this request is denied, the faculty member shall have the right to appeal the action of the administrator through established grievance procedures.

4.4.3: Guidelines for Academic Faculty Salary Increases: General areas which might be used to evaluate faculty for recommendations for salary increases shall include, but not be limited to: advising students, committee work, collegiality, creative activity or research productivity, leadership activities in professional organizations, teaching effectiveness, voluntary public service in the area of the individual's scholarly expertise, collaborative efforts across the College and within the community, and applied research or model programs that impact the community.

A faculty member who has been denied a salary increase can appeal the decision to the Faculty Senate Appeals Committee. (See UNLV Bylaws, Chapter 1, Section 4.6.6.)

4.4.4: Tenure and Promotion: Consult College Guidelines for Tenure, Promotion, and Merit.

4.4.5: Faculty Workload: The Greenspun College of Urban Affairs adheres to the UNLV Workload Policy (Introduction, Section I.A., General Policy Statement):

Workload for a member of the full-time, professional faculty will be determined in accordance with the mission and priorities of the university and the goals and needs of that faculty member's unit in a manner that is consistent with the Bylaws of the College, unit, and university workload policy guidelines. The workload will be distributed over an agreed upon allocation of activity in the areas of teaching, research, and service. A standardized formula is inappropriate for calculating workload because of the diverse nature of academic professional responsibilities. It is, however, the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge.

In recognition of the fact that there is a great diversity among Colleges and units as to what is expected of faculty members, the university workload policy provides only the basic guidelines on which university administration may base faculty workload decisions. Each College and unit shall develop a workload policy consistent with these guidelines. These policies must be approved by the Provost and president of the university with copies of the workload policies on file in these offices. All workload adjustments or reassignments of time toward instruction, research, or service that are different from the standard instructional load required by that department or program must be approved by the unit head, Dean of the College, and Provost of the university. These adjustments must be consistent with the workload guidelines and policies at all levels.

## **Chapter 5 Students**

### **Section 5.1 Admission, Retention, and Matriculation**

5.1.1: Undergraduate Students: See Board of Regents Handbook (Chapter 8, Title 4) and the current UNLV Undergraduate Catalog for comprehensive information on undergraduate admission, retention, and matriculation specifications.

5.1.2: Graduate Students: See Board of Regents Handbook (Chapter 8, Title 4) and the current UNLV Graduate Catalog for comprehensive information on the requirements for admission, retention, and matriculation. Also consult the Policy Manual of the Graduate College, UNLV for a general presentation of policies related to admission, degree requirements, degree programs, grades, committees and examinations related to graduate student matriculation. The College unit of choice must also be consulted for specific information relating to graduate degree programs.

5.1.3: Graduate Assistants: See the Policy Manual of the Graduate School for information on application procedures, stipends, credit load and related topics.

### **Section 5.2 Student Rights**

5.2.1: Student Rights: The College considers freedom of inquiry and discussion to be a essential to the intellectual development of students. Thus, students have the right to engage in open discussion and to communicate freely on any subject in accordance with the guarantees of federal and state laws. Students should feel free to express views, without fear of adverse sanctions or retribution.

5.2.2: Protest: Students are also free to protest any topic or administrative policy deemed important to them. However, students must recognize the rights of non-protestors.

5.2.3: Off-Campus Activities: Though the College is concerned with student off-campus activities, students are free to engage in any legitimate off campus activities, as long as (a) claims to represent the College are not made and (b) provisions of the Student Conduct Code are not violated (see UNLV Student Conduct Code and Policies).

5.2.4: Due Process: In all instances of alleged misconduct, the student has the right to an informal or formal hearing; prior notification of the hearing, the right to examine any documentary evidence to be presented at the hearing, the right to present, challenge or rebut evidence or cross-examine witnesses, and the right to appeal the decision made by the hearing officer or hearing panel (see UNLV Student Conduct Code and Policies).

### **Section 5.3 Student Responsibilities**

5.3.1: Student Conduct: As other members of the University community, the conduct of students enrolled in the College is governed by *Rules and Disciplinary Procedures for Members of the University Committee* (Board of Regent's Handbook, Chapter 6) which outlines the responsibilities of students, as well as the sanctions and hearing procedures in effect on campus. Printed copies of the code are available in the Registrar's Office. Students must also conform to the regulations of the UNLV Student Conduct Code and Policies.

5.3.2: Academic Honesty: The College is committed to maintaining academic quality, excellence, and honesty. Students are expected to maintain the highest ethical standards regarding all materials submitted to the College for review and evaluation. Academic dishonesty involves the use of any method or technique enabling a student to misrepresent the quality or integrity of his or her academic work. These acts include, but are not limited to, cheating on an examination, substituting one person for another at an examination, violating the procedures of a national or state examination, falsifying data, destroying or tampering with or stealing a computer program or file, and plagiarizing. (See UNLV Undergraduate Catalog, UNLV Graduate Catalog, and UNLV Handbook for a more detailed discussion of the student honor code).

5.3.3: Academic Dishonesty: Procedures and Sanctions: If an instructor has presumptive evidence that a student is guilty of academic dishonesty, the following procedures should be followed:

1. The instructor should meet with the student involved in the incident, present the charges and provide him/her a chance to respond to those charges.
2. If deemed to be guilty of academic dishonesty, the student must be informed of the course of action that will be followed. The instructor may assign the student a failing grade for that corresponding segment of the course or for the entire course.
3. The instructor must file a report on the incident with the unit's chair.
4. The instructor may also initiate disciplinary review procedures against the student as specified in the UCCSN document *Rules and Disciplinary Procedures for Members of the University Community* (Board of Regent's Handbook, Chapter 6).

## **Section 5.4 Disciplinary Procedures**

5.4.1: It is the intent of the College to resolve issues among students and faculty in the most rapid and amicable manner. Thus, informal procedures within the College are recommended as a first stage in the resolution of conflicts and disputes.

5.4.2: If deemed appropriate, a formal complaint alleging a violation of the Student Conduct Code may be made to the designated administrative officer in the Vice President for Student Service's Office. Case determination, including sanctions, would then be made by the administrative officer or a hearing officer or hearing panel (see UNLV Student Conduct Code and Policies for detailed description of formal disciplinary procedures).

## **Section 5.5 Student Grievances**

5.5.1: When a student alleges that the actions of the College's staff, faculty, or administrators have resulted in serious injury to the student's reputation and/or academic standing, the following procedure should be followed:

1. The student should first attempt to resolve the matter by personal conference with the faculty member.
2. If such attempts are unavailing, the matter should be called to the attention of the unit chair or director.
3. If dispute has still not been satisfactorily resolved, the matter should be brought to the Dean's attention, where conciliation efforts will take place.

5.5.2: If the student is not satisfied with the alternative resolution procedures, a written appeal to the College's Student Appeal and Grievance Committee may be filed. That appeal must be filed within 14 days after receiving notification of the Dean's decision.

## **Section 5.6 Appeals**

5.6.1: Any student who is found guilty of having violated any part of the Student Conduct Code, College rules, and/or the UCCSN Board of Regents Code has a right to appeal that decision. (See UNLV Student Handbook and Graduate College Policy Manual for a detailed description of the criteria and procedures of formal appeals.)

5.6.2: The appeal process will normally proceed from faculty member, to unit chair/director to Dean of the College.

5.6.3: Students who are not satisfied with the Dean's reconsideration of their case may elect to continue to the university's appeal process.



## Chapter 6 College Committees

### Section 6.1 College Committees

The operation of the internal affairs of the Greenspun College of Urban Affairs is intended to be based on the application of appropriate concepts of democratic participation and shared collegial governance. These concepts include the notion that those who are affected by policy should participate in the formulation of that policy.

Thus it is the specific intent of the College faculty and administration to establish a committee structure within the College which provides for purposeful involvement of the faculty in the essential affairs of the College without creating unreasonable burdens of time, effort and energy that a proliferation of standing committees would cause. It is further the intent of the College to limit to two the number of committees, standing or ad hoc, that a College member may serve upon and to assure that no unit of the College shall have more than one member on any committee, except the Executive Committee. The normal term of committee members shall be two years, with rotation of half of the members occurring annually. The initial members shall elect the chairperson at the first meeting and will also determine which members will serve a first term of one year, by drawing lots.

The creation, function and membership of all College committees shall be consistent with the UNS CODE and UNLV Bylaws. The College shall have the following standing committees: Executive Committee; Academic Standards Committee; Tenure, Merit, and Promotion Committee; Undergraduate Curriculum Committee; Graduate Curriculum Committee; **Financial Aid Committee (Rev. #1)**; Student and Faculty Alternative Dispute Resolution Committee; and Quality of Urban Life Committee.

6.1.1: Executive Committee: The committee shall be comprised of the Dean, the Associate Dean, the directors/chairs of each academic unit, and three faculty members from the College. Each unit will nominate one candidate for faculty membership on the Executive Committee. An at-large College election will be held to determine the three faculty members. The nominees shall be either full, associate or assistant professor. **The Director of the Greenspun College Advising Center shall be an ex-officio, non-voting member. (Rev. #1)**

The Dean shall chair the committee and shall appoint an alternate to serve in the event of his/her absence from a meeting. The committee shall meet at least once per month, but may meet as frequently as necessary to address policy and procedural issues that arise within the College. The Dean shall establish the times and places for the meetings.

The purpose of the committee is to provide advice to the Dean on College matters.

6.1.2: Academic Standards Committee: This committee shall be comprised of a member from each unit in the College. Each unit shall appoint a member from that unit's faculty to serve on the committee. **The Associate Dean and the Director of the Advising Center shall serve as ex-officio, non-voting members (Rev. #1).** One non-voting student member shall be appointed by the Dean for a term of two years.

The responsibility of the committee is to formulate and implement the College's academic standards to assure that they conform to university and College academic policies, subject to review by the Dean.

**6.1.3: Financial Aid Committee: This Committee shall be comprised of a member from each unit in the College. Each unit shall appoint a member from that unit's faculty to serve on the Committee. The Associate Dean and the director of the Advising Center shall be ex-officio non-voting members (Rev. #1).**

6.1.4: Tenure, Merit, and Promotion Committee:

The Greenspun College of Urban Affairs is committed to hiring, tenuring, promoting, and rewarding excellence in its faculty. Review of faculty for tenure, promotion, and merit raises will be conducted in the spirit of fostering faculty growth and development.

Each academic unit in the Greenspun College of Urban Affairs must develop a statement of criteria for obtaining tenure, promotion, and merit raises in keeping with the UCCSN Code, UNLV Bylaws, and College criteria outlined below. The statement is to be submitted to the Tenure, Merit, and Promotion Committee of the College, the Dean, and the Provost for review and approval.

Responsibility : It shall be the responsibility of the Tenure, Merit, and Promotion Committee to establish College standards for tenure, promotion, and merit raises, consistent with the diverse responsibilities and expectations of faculty in the different units in the College.

It shall be the responsibility of the Committee to determine whether approved unit criteria have been applied fairly, responsibly, and in keeping with the expectations of the College in cases of tenure and promotion.

The Committee will assist the Dean in the determination of merit awards.

The Committee will assist the Dean in the determination of annual College awards for faculty excellence.

The Committee will assist the Dean and the Faculty of the College in developing policies and practices that nurture, assess, and reward excellence in the faculty.

The Committee will receive promotion and tenure applications from faculty in the College and make a recommendation to the Dean regarding the acceptability of candidates for the personnel actions requested.

**Membership:** The Tenure, Merit, and Promotion Committee shall be comprised of a duly elected representative of each of the departments and schools (hereafter units) that make up the College, and one member elected at large from the College.

Members of the Tenure, Merit, and Promotion Committee shall be tenured faculty. If a unit has no tenured faculty, the Dean in consultation with the unit, shall appoint a member to the committee.

Each member will be elected for a two-year term, with the terms of one-half of the members expiring each year. [To begin the cycle, members elected the first year will draw lots to determine the length of terms.]

The committee will elect its chairperson.

**Procedures:** Reviews for tenure, promotion, and merit will be conducted within each unit according to a schedule determined by the Dean of the College in consultation with the Provost and in accordance with UCCSN Code and UNLV Bylaws. Unit recommendations shall be forwarded to the College Tenure, Merit, and Promotion Committee, which shall, in turn, make recommendations to the Dean of the College.

- a. Units shall conduct annual reviews of non-tenured faculty to advise and direct progress toward tenure or, for adequate cause to terminate employment.
- b. Units shall conduct a formal tenure progress review for all faculty members who were initially appointed full time at the level of Assistant Professor. This review normally will occur three years prior to tenure consideration. It will be similar to the tenure review described below except external professional evaluations will not be required.

The unit head will discuss the results of this review with the faculty member. A dated, written summary of these results and of the implications shall be signed by the non-tenured faculty member and the unit head. The faculty member shall have the right to have a statement concerning this summary permanently attached to the written report. A copy of the signed summary is to be provided to the faculty member. This summary also shall be available, on request, to each tenured member of the unit faculty, and to the College Tenure, Merit, and Promotion Committee, as well as to appropriate administrators.

Faculty who are denied tenure, promotion, or merit at the unit level will be forwarded to the College Committee only as part of the reconsideration process outlined in the UNLV Bylaws and the Greenspun College of Urban Affairs Bylaws.

## TENURE AND PROMOTION

In accordance with the UCCSN Code and the UNLV Bylaws, a candidate for tenure and/or promotion in the teaching faculty will be evaluated in teaching, scholarship/creative activity, and service. For tenure, minimal criteria prescribed by the UCCSN CODE must be met: Teaching and/or scholarship/creative activity must receive an "excellent" evaluation; the other must be at least "satisfactory." Service must receive at least a "satisfactory" evaluation.

Procedures: Each unit within the Greenspun College of Urban Affairs will make recommendations for tenure and/or promotion in accordance with the unit Bylaws and approved statement of criteria. The vote of the tenured faculty will be reported to the Dean. The recommendations shall be forwarded to the College Tenure, Merit, and Promotion Committee which will review them and make confidential recommendations to the Dean of the College.

At the time of tenure and/or promotion review, the candidate shall prepare a portfolio that describes the record. In addition to the official UCCSN application form, the following shall be included in the portfolio forwarded to the College Tenure, Merit, and Promotion Committee:

- a) a description of the candidate's job assignment.
- b) up-to-date curriculum vita.
- c) a written narrative describing the candidate's self-evaluation of achievements in teaching, research, and service, and how these activities are related.
- d) summary of student evaluations of teaching and related material bearing on instructional achievement and advising, as described in the College Guidelines for Tenure, Promotion and Merit Raises.
- e) one copy of each publication or equivalent in creative activity, manuscripts in press, and related material as described in the College guidelines.
- f) documentation of service activities as described in the guidelines below.

- g) a written report of the recommendation from the unit faculty explaining why the unit supports the candidate for tenure and/or promotion and including the vote of tenured faculty.
- h) a written recommendation from the unit head explaining why the unit head supports the candidate for tenure and promotion.
- i) copies of the third-year tenure review and annual evaluations by the unit head, together with any supplementary statements.

In addition, the unit must provide to the Committee confidential letters from at least four well-qualified extra-mural consultants evaluating the quality of the candidate's published research or other evidence of scholarly or creative activity, effectiveness and reputation. The consultants will be selected as provided in unit guidelines but will include at least two who have not been suggested by the candidate. The unit will provide information about the qualifications and stature of the consultants.

The file may include any other material the candidate believes will support her or his case.

The Tenure, Merit, and Promotion Committee will review the file and recommend to the Dean. The Committee may request additional information, such as interviews with the unit head or the candidate.

The recommendation to the Dean shall include an assessment of the candidate's file, an evaluation in accordance with UCCSN Code requirements, and the numerical vote of the Committee.

**6.1.5: Undergraduate Curriculum Committee:** The committee shall be comprised of a faculty member from each unit in the College in which there is an undergraduate program. Members shall be elected only from a unit in the College in which there is an undergraduate program. **The Director of the Advising Center shall serve as an ex-officio, non-voting member (Rev. #1).**

The committee shall review all undergraduate curriculum and program recommendations or proposals developed and forwarded by any undergraduate program in the College. The proposals and recommendations to be reviewed by the committee shall include, but not be limited to, those related to new courses, course deletions, course changes, title changes, recommended dual listings and changes in descriptions, prerequisites or credits allowed. The committee shall also review new program proposals and new program emphasis areas.

After the committee completes reviewing a matter, the committee shall recommend appropriate action be taken. This recommendation may include returning the proposal to

the originator for amendments or corrections; rejecting it with stated reasons; or accepting and forwarding it to the Dean. If the Dean rejects the proposal, it is returned to the originator with stated reasons, and a copy of the rejection and reasons therefore is also sent to the committee. If the proposal is approved, it is sent forward to the appropriate university committee or committees.

**6.1.6: Graduate Curriculum Committee:** The committee shall be comprised of a faculty member from each unit in the College in which there is a graduate program. Each faculty member serving on the committee shall also be a full member of the Graduate College faculty. **The Associate Dean shall serve as an ex-officio, non-voting member (Rev. #1).**

The committee shall review all graduate curriculum and program recommendations or proposals developed and forwarded by any graduate program in the College. The proposals and recommendations to be reviewed by the committee shall include, but not be limited to, those related to new courses, course deletions, course changes, title changes, recommended dual listings, and changes in descriptions, prerequisites or credits allowed. The committee shall also review new program proposals and new emphasis areas.

After the committee completes reviewing a matter, the committee shall recommend appropriate action be taken. This recommendation may include returning the proposal to the originator for amendments or corrections; rejecting it with stated reasons; or accepting and forwarding it with recommendation for approval to the Dean. If the Dean rejects the proposal, it is returned to the originator with stated reasons and a copy of the rejection and reasons therefore is also sent to the committee. If the proposal is approved, it is sent forward to either the University Program and Curriculum Committee or the Graduate Curriculum Committee, as appropriate.

**6.1.7: Student and Faculty Alternative Dispute Resolution Committee:** It is the intent of the Greenspun College of Urban Affairs to provide a productive and collegial environment for the faculty and staff of the College. In this spirit, the Student and Faculty Alternative Dispute Resolution (ADR) Committee shall be established. Faculty and staff members already have formal, structured processes within the university to address issues of promotion and tenure, merit and annual reviews. However, there are other situations that arise in the normal course that might result in a dispute between and among the College students, faculty and staff.

This committee shall be comprised of a member from each unit in the College. Each unit shall appoint a member from that unit's faculty to serve on the committee. The committee shall review requests for assistance to assure that the issue is one that is amenable to one of the ADR processes and that a trained person is available. The committee may investigate a request to confirm that the parties to the dispute are willing to try to resolve the matter. The committee shall provide a list for a cadre of trained university personnel

to assist members of the College in resolving disputes in the most reasonable and amicable manner possible.

The primary method of dispute resolution shall be mediation. The committee will identify a number of personnel who have received training in mediation, conciliation and arbitration and who will be available to serve on the committee.

Any member of the student body, faculty or staff of the College may request that the committee assist them in resolving a dispute. The person shall describe the basis of the dispute and the person(s) involved. The committee shall review the request and inquire of the parties involved to ascertain their interest in entering into ADR. If the parties are amenable, the committee will make arrangements with the parties and the appropriate ADR personnel, to set times and places for the meeting(s).

6.1.8: Quality of Urban Life Committee: It is the intent of the Greenspun College of Urban Affairs to establish a meaningful and continuing cooperative relationship with the community. It is further intended that the development and evolution of this integral relationship shall support UNLV as a premier urban university. Community and student focused programs and research projects are therefore of considerable importance to the College. The committee shall be responsible for developing projects and programs within the College that have a strong connection with the community. As part of the committee's responsibility, it shall assess the state of the community, with the intent of identifying new areas where there is a heightened interest or need.

This committee shall be comprised of a member from each unit in the College. Each unit shall appoint a member from that unit's faculty to serve on the committee. The terms of the members shall be three years.

The committee shall elect a chair at its first meeting of each academic year. The committee shall also establish a method for replacing two of its members every year. The committee shall meet at least once a month during the regular academic year.

6.1.9: *Ad Hoc* Committees: The Dean is authorized to establish *ad hoc* committees, as needed, to conduct the business of the College. In such cases, the membership of the committee shall remain within the Dean's discretion to appoint, taking into account the necessity to include all interests of the College and the specific need for establishing the committee. The Dean shall also establish the time period that each *ad hoc* committee is intended to remain in existence.

In the event that a faculty member properly requests that a separate peer review of their annual evaluation be provided, the College will establish an *ad hoc* Peer Review Committee, as provided by the UNLV Bylaws. The committee shall consist of five tenured faculty members. This committee shall be comprised of a member from each unit in the College. Each unit shall appoint a member from that unit's faculty to serve on

the committee. The normal term shall be for the then current period of the annual reviews of faculty personnel within the College.

The committee shall meet within fifteen (15) days after receipt of a request for peer review. The committee's purpose shall be to file a report which either recommends upholding the administrator's original evaluation or reversing that evaluation and recommending an alternative one. The committee shall complete its work no later than the end of B-contract period. Both the original evaluation and the recommendation of the peer review committee shall be forwarded to the appropriate Dean and vice president, and both evaluations shall be placed in the faculty member's master personnel file.

## **Chapter 7 College Procedures**

### **Section 7.1 Curriculum**

7.1.1: Academic Faculty Course Recommendations: The faculty of each academic unit in the College shall recommend the unit courses to be taught each semester for university credit in accordance with unit and College Bylaws. (See UNLV Bylaws 2.2.1)

7.1.2: Non-Academic Faculty Course Recommendations: Those members of the non-academic faculty who teach courses at UNLV must abide by the policies and procedures of the UNLV Bylaws and any applicable College and unit Bylaws or procedures. (See UNLV Bylaws 2.2.2)

7.1.3: Faculty Course Assignments: The administrator of each academic unit in the College, after consultation with the unit faculty and the College Dean in accordance with College Bylaws, will assign each faculty member specific courses. (See UNLV Bylaws 2.3.1)

7.1.4: Course Approval: Specific courses relating to unit, College, or special programs of study (including cross-listed courses) must be approved by the appropriate administrative units as specified in the appropriate Bylaws. (See UNLV Bylaws 2.5.1)

7.1.5: Curricular Approval: All curricular programs of study to be offered by each unit or College must be approved by the unit or College as specified in the unit or College Bylaws. (See UNLV Bylaws 2.6.1)

### **Section 7.2 Bylaws.**

7.2.1: College Unit Bylaws Authorized: The faculty of all units in the College shall create Bylaws to govern its internal operation. (See UNLV Bylaws 4.4.2)

7.2.2: Ratification of Bylaws: Approval of College Bylaws will require a two-thirds vote of all full-time faculty members of the College voting.

7.2.3: Amendment to Bylaws: Amendments to the College Bylaws shall require a two-thirds vote of all full-time faculty members of the College. Proposed amendments shall be submitted to the Dean's Office and be included in the agenda for the next College meeting.

Amendments required due to actions on the part of the Nevada Board of Regents (s.a. changes in the UCCSN CODE or UNLV Bylaws) or those reflecting administrative fiats from the President or the Provost of the University are to be made at the time they become effective. Such amendments do not require ratification by the College faculty.

7.2.4: Suspension of Bylaws: Suspension of College Bylaws may be accomplished at any College meeting with a two thirds vote of members present.

## **Chapter 8 Budget**

### **Section 8.1 Budget**

8.1.1 Budget Requests: Each unit of the College shall prepare and submit its budget requests to the Dean. The Dean shall prepare and submit the budget requests for the College to the Provost.

8.1.2 Budget Submission: The Dean shall have the final responsibility and authority for determining the requests for the final College budget that will be forwarded, as well as, for related requests for resources, such as new faculty FTE, use of end of year monies or the use of special funds. The Dean shall involve the unit heads in the budget building and resource requests within the College. In turn, the unit heads may involve their program coordinators and faculty in the planning and resource allocation at the unit level.

8.1.3 Allocation of Resources: The Dean has the responsibility and authority to work with the Controller's Office and/or the Director of the Budget in determining final budget and other allocations for each fiscal year. The Dean shall take into account the recommendations emanating from the units and faculty, in the budget, on the mission, goals and long range plans promulgated by UNLV and accepted by the faculty.

Similar principles of decision making apply in the case of allocation of other resources, such as new faculty FTE, year end monies, special funds and materials that become available.

## **Chapter 9**

### **Discrimination and Sexual Harassment**

#### **Section 9.1 Discrimination**

9.1.1: Educational Opportunities, Employment Opportunities: The Greenspun College of Urban Affairs strictly adheres to policies of equal educational opportunities, equal employment opportunities and nondiscrimination. It follows policies of equal opportunity and affirmative action in accordance with state and federal laws, regulations and guidelines. The College will not discriminate on the basis of such things as race, religion, age, ethnicity, sex, veteran status, or disabling condition.

9.1.2: Contracts and Agreements: The College will lease, contract, subcontract, and purchase only from those organizations which, if chartered in the United States, do not unlawfully discriminate against any qualified person.

9.1.3: Reporting Discrimination: Procedures for the reporting of discrimination shall be consistent with established university policy.

#### **9.2 Sexual Harassment**

9.2.1: Introduction and Definition: Sexual harassment is a form of sex discrimination and, as such, is unlawful. Sexual harassment is an assault upon an individual's dignity and is clearly inconsistent with the nature and objectives of any reputable academic community.

For general policy purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;
3. Such conduct has the effect of interfering with an individual's academic or work performance or creating an intimidating, hostile, or demeaning employment or educational environment. (Sexual Harassment: Recognition, Prevention and Complaints, A Guide for the UNLV Campus Communication, November 1996, p. 1)

9.2.2: Faculty Obligation: College faculty members and administrators have an ethical, moral and legal obligation to refrain from committing any form of sexual harassment, and should decline any sexual favors should they be offered.

9.2.3: Reporting Procedures: Procedures for reporting sexual harassment shall be consistent with university policy (see Sexual Harassment: Recognition, Prevention and Complaints, A Guide for the UNLV Campus Community, November 1996).

9.2.4: Investigations and/or Disciplinary Hearings: Parties involved in sexual harassment investigations and/or disciplinary hearings will act in accordance with policies set forth by the Board of Regents. (See UCCSN CODE, 6.2.4.)

September 25, 1977  
Rev #1 May 1, 1998  
Amendments  
Approved by secret  
ballot  
Section 6 -  
Committees  
Rev #2 November 18,  
1998  
Editorial Change only  
Add Public  
Administration