

BYLAWS

UNIVERSITY OF NEVADA, LAS VEGAS

PROFESSIONAL STAFF

All Professional Staff (nonacademic faculty) are required to follow the policies and procedures outlined in the ~~UCCSN~~ NSHE Code and UNLV Bylaws.

ARTICLE 1.0: PROFESIONAL STAFF

- 1.1 Professional Staff (or nonacademic faculty) may work in the units listed under Chapter I, Section 3.2 of the UNLV Bylaws. ~~Nonacademic faculty~~ Professional Staff engage primarily in activities supportive of the university's mission. ~~Nonacademic faculty~~ Professional Staff may also be affiliated with established academic colleges and/or departments and perform such duties as teaching, research, consulting and community service. (UNLV Bylaws, Title 5, Chapter VI, Section 4.1.2).

ARTICLE 2.0: PROFESSIONAL STAFF ORGANIZATION

- 2.1 Professional Staff are those nonacademic faculty members and administrators holding authorized professional positions in the units referred to in Article 1.0, Section 1.1 of the Professional Staff Unit Bylaws.
- 2.2 Professional Staff may hold an academic appointment and teach for an academic department with the approval of their immediate supervisor or Vice President.

ARTICLE 3.0: PROCUDURES RELATING TO POLICY

- 3.1 Professional Staff may recommend through the appropriate administrative channels changes or additions to divisional policies, as well as courses of study.
- 3.2 The appropriate administrative channels are from the individual department to the dean/director, to the Vice President and then to the appropriate administrative office or committee. Decision-making processes will be collegial, with input sought from personnel at all respective levels relative to the issue at-hand. For policy matters put to a staff vote, each Professional Staff member shall have one vote, with the final decision determined by majority of votes cast.

- 3.3. Professional Staff members are encouraged to engage in professional service and/or research which may make them more effective in their positions within the university as long as such activities do not interfere with institutional responsibilities.
- 3.4 Each Professional Staff member is encouraged to participate in community and university service.

ARTICLE 4.0: COMMITTEES

- 4.1 Professional Staff members may bring issues to the Professional Staff Committee who may appoint subcommittees to study a particular concern. The Professional Staff Committee may recommend the creation of standing or ad hoc committees to the Faculty Senate.
- 4.2 All committees will be consistent with the policies and procedures developed by the university and with the ~~UCCSN~~ NSHE Code, UNLV Bylaws and Faculty Senate Bylaws.

ARTICLE 5.0: PROFESSIONAL STAFF RECRUITMENT

- 5.1 Recruitment of the Professional Staff will follow the procedures outlined in the administrative manuals, Faculty and Professional Staff Recruitment Procedures and Guidelines for Search Committee, available through UNLV Human Resources.

ARTICLE 6.0: FACULTY SENATE ELECTIONS

- 6.1 Professional Staff may be elected to the Faculty Senate as Professional Staff or At-Large Senators. Professional Staff shall also be elected to all eligible Faculty Senate standing committees. According to Section 6.1 of the Faculty Senate Constitution, elections will be conducted by the Senior Senator or a person or persons acceptable to a majority of the electing unit's eligible voters so that Professional Staff are represented on the Faculty Senate and on the Faculty Senate standing committees.
- 6.2 Elections will be held in the spring semester of each academic year. After confirming the vacant Professional Staff positions with the Faculty Senate Office, the Professional Staff Senior Senator will call for nominations from the Professional Staff Unit. Upon receipt of the completed nomination forms, the Senior Senator will develop an election ballot and mail the ballot to all Professional Staff. With the assistance of the Faculty Senate Professional Staff

Senators, the Senior Senator will tally, certify, and report the results to the Faculty Senate Chair and members of the Professional Staff Unit.

- 6.3 In the event that a Faculty Senate standing committee Professional Staff vacancy occurs, the chair of the standing committee will notify the Faculty Senate Professional Staff Senior Senator and the Faculty Senate Office. Candidates from the prior election for the committee position will be asked to fill the committee vacancy in order of votes received in the election. In situations where prior candidates are unable to fill the open position or no other candidates exist, the chair of the standing committee will consult with the Senior Senator to designate a permanent proxy to serve until the next election.
- 6.4 Professional Staff elected as Faculty Senate Senators may serve a maximum of two full consecutive terms.

ARTICLE 7.0: PROFESSIONAL STAFF RIGHTS AND RESPONSIBILITIES

- 7.1 Each Professional Staff member will fulfill his/her individual obligation to students and the university by providing the services required by his or her profession, the university, and the discipline, and by continuing his/her professional development.
- 7.2 Each Professional Staff member shall have the opportunity to participate in the periodic assessment of the level of confidence in which each administrator held by the academic and nonacademic faculty who report directly to that administrator (UNLV Bylaws, Chapter III, Section 14.3). The President, Provost, vice presidents, deans, associate and assistant deans, and--where equivalent to dean--directors are considered administrators, as are any such other executive and administrative positions as may be defined by the Board of Regents, the Chancellor, or the President (UNLV Bylaws, Title 5, Chapter VI, Section 4.1.4). The Faculty Senate shall establish the criteria and procedure for allowing the periodic assessment of the President; each college and unit shall develop procedures for allowing the periodic assessment of its respective administrator(s) (UNLV Bylaws, Chapter III, Sections 14.2 and 14.3).
- 7.3 In accordance with the UNLV Bylaws and university policy, each Professional Staff member shall be evaluated at least once annually by the appropriate department chair, supervisor, or head of administrative unit. Quarterly and/or semi-annual performance evaluations are recommended.
- 7.4 If a Professional Staff member disagrees with his or her evaluation, he or she may (1) submit a written rejoinder to the evaluation within 30 calendar days after notification or, (2) within 15 calendar days, request in writing to the college dean or appropriate vice president the formation of a committee of peers to conduct a separate evaluation (UNLV Bylaws, Chapter III, Section 8.3). If the second

- option is chosen, the procedures outlined in *UNLV's Policy and Procedures for the Creation of a Peer Review Committee for Non-Academic Faculty Members* should be followed.
- 7.5 All recommendations for change in status or appointment of Professional Staff personnel will be transmitted through regular administrative channels as defined in the UNLV Bylaws, Chapter I, Section 5.
 - 7.6 In all personnel matters, the individual involved will be notified if, for any reason, the recommendation concerning him/her is turned down or modified as it is being transmitted through administrative channels.
 - 7.7 Professional Staff retain certain personnel related rights under the UCCSN NSHE Code (Chapter V) and UNLV Bylaws (Chapter III).
 - 7.8 UNLV's established policies and procedures for determining and awarding merit will be followed for each Professional Staff member. Merit award recommendations will be made by the employee's department head/manager, reviewed and approved by the appropriate vice president or cabinet officer, and submitted for final approval to the President.
 - 7.9 Appeals of merit decisions are to follow procedures outlined in the UNLV Bylaws (Chapter III, Section 13).

ARTICLE 8.0: AMENDMENT OF BYLAWS

- 8.1 An amendment to the Professional Staff Bylaws may be submitted by any Professional Staff member to the chair of the Professional Staff Committee. Submitted amendments should include a full explanation of the amendment, a pro and con statement and eight signatures of support from Professional Staff.
- 8.2 After review by the Professional Staff Bylaws Committee, the full, precise text will be communicated to all Professional Staff members, accompanied by a pro and con statement.
- 8.3 A mail ballot vote on the proposed amendment will be cast within three months of the submission of the proposed change. Two thirds of votes cast by the Professional Staff is required to approve the amendment.
- 8.4 When the amendment is approved by the Professional Staff, it will be forwarded to the President for review and approval. Upon presidential approval, it will be incorporated into these Bylaws and become effective immediately.
- 8.5 Professional Staff shall be notified of the outcome in a timely manner by the chair of the Professional Staff Committee.