

BOARD OF REGENTS
BRIEFING PAPER

**1. Agenda Item Title: HANDBOOK REVISION, BYLAWS, UNLV
TITLE 5, CHAPTER 6, CHAPTER II, SECTION 3**

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

The University of Nevada, Las Vegas, is seeking to amend its bylaws to respond to recent changes to sections of the *Handbook*, and to clarify certain administrative processes on campus.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Requires the Board of Regents Handbook Workload policy (Title 4, Chapter 3, Section 3) and UNLV workload policies to be followed when creating faculty teaching schedules.

4. IMPETUS (WHY NOW?):

Recent changes to the Handbook and creation of a System Workload Policy require changes at the institutional level.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Current UNLV course scheduling policy does not explicitly require chairs/directors to follow the System's workload policy, nor to follow UNLV workload policy. This change coordinates course scheduling with workload and other system/institutional policies.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

- These may be seen by some administrators as limiting their flexibility to change faculty teaching assignments.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

- Do nothing; however, some of these changes are mandated by Board policy.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Board Policy: **Title #5 Chapter #6 Chapter #II Section #3**
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No
- Explain: _____

PROPOSED *HANDBOOK* REVISION, BYLAWS, UNLV

TITLE 5, CHAPTER 6, CHAPTER II, SECTION 3

Additions appear in boldface underline, deletions are [~~stricken~~ and bracketed]

Section 3. Instruction - Staffing Courses

3.1 Faculty Course Assignments. The **department** chair/**unit director** of each department/**unit**, after consultation with the departmental/**unit** faculty and the dean in accordance with **Title 4, Chapter 3, Section 3, the UNLV Workload Assignment Policy and Guidelines**, college/**unit** bylaws, **and the UNLV Faculty Course Assignment Policy** will assign each faculty member specific courses.

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**1. Agenda Item Title: HANDBOOK REVISION, BYLAWS, UNLV
TITLE 5, CHAPTER 6, CHAPTER II, SECTION 11 (new)**

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

The University of Nevada, Las Vegas, is seeking to amend its bylaws to respond to recent changes to sections of the *Handbook*, and to clarify certain administrative processes on campus.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Add Alternative Admissions process to Bylaws.

4. IMPETUS (WHY NOW?):

Recent changes to the *Handbook*, such as shifting admissions procedures from the Title 4 to Title 5, require changes at the institution level.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- This change creates a transparent (no one admitted without an accessible audit trail) alternative admissions process, and enhances information for prospective students.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

- None.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

- Do nothing; however, some of these changes are mandated by Board policy.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title #____ Chapter #____ Section #____
- Amends Current Board Policy: **Title #5 Chapter #6 Chapter #II Section #11**
- Amends Current Procedures & Guidelines Manual: Chapter #____ Section #____
- Other:_____
- Fiscal Impact: Yes____ No
- Explain:_____

PROPOSED *HANDBOOK* REVISION, BYLAWS, UNLV

TITLE 5, CHAPTER 6, CHAPTER II, SECTION 11 (new)

Additions appear in boldface underline, deletions are [~~stricken~~ and bracketed]

Section 11. Admissions Policy

11.1. Alternative Admissions Process. Students who do not meet the regular admissions criteria outlined in the Board of Regents Handbook, Title 4, Chapter 16, may submit a petition to the Office of Enrollment Management for consideration through the alternative admissions program, as provided in Chapter 16. The Faculty Senate Admissions Committee shall consider each petition, and only students whose petition is approved by the Committee may be admitted. In addition to the criteria outlined in Chapter 16, the Admissions Committee may create other criteria, including, but not limited to, a sliding scale of grade point average and test scores which will be applied equally to all potential admits. The Committee shall publish, in an easily accessible manner, a guide containing the criteria it considers.

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**1. Agenda Item Title: HANDBOOK REVISION, BYLAWS, UNLV
TITLE 5, CHAPTER 6, CHAPTER III, SECTION 6.1**

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

The University of Nevada, Las Vegas, is seeking to amend its bylaws to respond to recent changes to sections of the *Handbook*, and to clarify certain administrative processes on campus.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Require personnel committees to be elected, and limit tenure committees to tenured faculty.

4. IMPETUS (WHY NOW?):

Recent changes to the *Handbook* require changes at the campus level.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Today some units at UNLV provide the president with a tenure recommendation from an elected college/school committee and some do not. This change would standardize recommending committees, make them representative and improve the consistency of tenure processes. It also improves other personnel processes by applying this standard to them as well.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

- These may be seen by some administrators as limiting their flexibility to affect the college promotion and tenure process.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

- Do nothing; however, some of these changes are mandated by Board policy.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title #____ Chapter #____ Section #____
- Amends Current Board Policy: **Title #5 Chapter #6 Chapter #III Section #6.1**
- Amends Current Procedures & Guidelines Manual: Chapter #____ Section #____
- Other:_____
- Fiscal Impact: Yes____ No
- Explain:_____

PROPOSED HANDBOOK REVISION, BYLAWS, UNLV

TITLE 5, CHAPTER 6, CHAPTER III, SECTION 6.1

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Section 6. Personnel Recommendations for Academic Faculty

6.1.**A** Academic. Department/**Unit** Personnel Procedures Authorized. The faculty of each academic department/**unit** shall establish its own procedures and criteria for all personnel recommendations in accordance with college/**school** and departmental/**unit** bylaws. Only tenured~~;~~ **and** tenure-track **faculty** and ~~[clinical faculty]~~**faculty in residence** (excluding chairs, **directors, assistant and** associate deans and deans) may serve on departmental/**unit** personnel committees, attend personnel committee meetings at which recommendations for promotion, tenure, merit or annual evaluations will be made, or vote in such meetings. ~~[By a two-thirds majority of the tenured, tenure-track, and clinical faculty this provision may be waived for a specific academic year. If the department chair does not attend, i]~~ **It** shall be the responsibility of those in attendance to write a detailed report specifying majority and minority opinions. The administrative procedures of each department/**unit** and college/**school** shall ensure that the input of administrators is a formalized part of the process.

6.1.B. Academic. College/School Personnel Procedures Authorized. The faculty of each academic college or school shall establish its own procedures and criteria for all personnel recommendations in accordance with college, school, and institutional bylaws. College/School personnel committees must be comprised of elected representatives from the college or school. Only tenured faculty (excluding chairs, directors, assistant and associate deans, and deans) may serve on college/school promotion and tenure personnel committees. The effective date of this provision shall be exactly one (1) year from the date of its approval by the Board of Regents.

BOARD OF REGENTS
BRIEFING PAPER

**1. Agenda Item Title: HANDBOOK REVISION, BYLAWS, UNLV
TITLE 5, CHAPTER 6, CHAPTER III, SECTION 9.3**

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

The University of Nevada, Las Vegas, is seeking to amend its bylaws to respond to recent changes to sections of the *Handbook*, and to clarify certain administrative processes on campus.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Allows surveys used for evaluation of administrators to be placed in personnel files.

4. IMPETUS (WHY NOW?):

Recent changes to the *Handbook* require changes at the institution level.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Greater accountability in the evaluation of administrators requires a wider range of input into evaluations, which is not permitted by current policy. E.g., we wish to survey faculty and students on the effectiveness of administrative offices and include those results in evaluation processes.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

- Retention and survey results may be seen as memorializing invalid numerical or other data.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

- Do nothing; however, some of these changes are mandated by Board policy.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title #____ Chapter #____ Section #____
- Amends Current Board Policy: **Title #5 Chapter #6 Chapter #III Section #9.3**
- Amends Current Procedures & Guidelines Manual: Chapter #____ Section #____
- Other:_____
- Fiscal Impact: Yes____ No
- Explain:_____

PROPOSED *HANDBOOK* REVISION, BYLAWS, UNLV

TITLE 5, CHAPTER 6, CHAPTER III, SECTION 9.3

Additions appear in boldface underline, deletions are [~~stricken~~ and bracketed]

9.3 Contents of Files. Each personnel file shall contain any information pertinent to an evaluation of the faculty members' work and normally will include, but not be limited to, 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 **and the results of surveys and comments properly obtained for the purpose of evaluation of administrative performance per the requirements of Title 5, Chapter 6, Chapter III, Section 14.3** shall be placed in the file.