

UNLV DEPARTMENT OF MARRIAGE AND FAMILY THERAPY
BYLAWS
Revised: Fall 06

1. Composition

- 1.1 **The Department of Marriage and Marriage Therapy** shall consist of the faculty responsible for course offerings in the area of marriage and family therapy.
- 1.2 Hereinafter the Department shall refer to the body of persons holding voting privilege.
- 1.3 Faculty with academic rank in the Department and holding a position permitting tenure consideration may attend Departmental meetings with voting privileges. Voting privileges for the academic year may be extended to non-tenure track faculty in the Department and/or faculty not holding academic rank, with the approval of two-thirds of the Department. Other persons may attend Departmental meetings by invitation.
- 1.4 The faculty shall appoint a student representative from the graduate students. This student shall represent students' interests in matters concerning curriculum and other issues. The student will not be present in faculty meetings when other student progress is being review or during discussions of other students. The student member will not have voting privileges.
 - 1.4.1 Students who are currently enrolled in the MFT program can share their concerns with the department via their representative. The student representative has the responsibility to bring all student concerns to the attention of faculty during faculty meetings or as appropriate.

2. Administration

- 2.1 The Chair is responsible for the duties detailed in the College of Urban Affairs By-Laws, sec. III.3.4, and such other duties as determined by the Department.
- 2.2 The Chair will be recommended to serve a three-year term.
- 2.3 If the Chair is out of town for three weekdays, he/she shall appoint an interim replacement. If the absence is for longer than three months, an interim Chair shall be selected by procedures detailed in 7.1 – 7.7 to serve until the return of the Chair or until expiration of the three-year term.
- 2.4 Evaluation of the Chair. The Chair shall be evaluated by an evaluation committee selected by the department. The evaluation shall be conducted no less than once per academic calendar year, typically every spring semester. The results of the evaluation shall be given to the Chair and forwarded to the Dean of the College by the Chair of the Evaluation Committee.
- 2.5 Coordinators, such as the Graduate Coordinator and the Internship Coordinator, will be recommended by the Chair and elected by the Department. Other Coordinators may be elected from a list of those willing to serve, as necessary, with the consent of the Department. The term of office for Coordinators shall be three years. Coordinators will be evaluated annually by the Department Chair who will systematically solicit input from

the faculty and students. Copies of the evaluation will be given to the Coordinator and filed in the Department.

- 2.6 It is the responsibility of the faculty to initiate, develop and implement curricular offerings for the Department in concert with departmental objectives.
- 2.7 The Department shall approve each new (or revised) curricular or program offering consistent with GCUA by-laws 6.1.5 and 6.1.6.
- 2.8 Student input will be sought in administrative matters when deemed necessary or appropriate by the Department.

3. Departmental Committees and Responsibilities

- 3.1 The Department shall create such committees as deemed necessary including, but not limited to, the following committees:
 - 3.1.1 The Admissions Committee shall consist of at least two members. This committee will propose admissions criteria and submit its admission recommendations to the Department for approval.
 - 3.1.2 A Merit, Promotion and Tenure Committee shall be formed consistent with the GCUA by laws 6.1.4. Assuming the Department has three tenured members, a committee of three will be formed and perform the functions enumerated in Section 5.1 of these By-Laws.
 - 3.1.3 The Department will function as a committee of the whole to ratify major decisions. A major decision is one which affects policies, procedures and other governance of the Department, as well as issues related to curriculum, personnel, student evaluation and retention, accreditation or other professional concerns.
 - 3.1.4 Additional committees may be formed as the need arises by the Chair with the consent of the Department.

4. Meetings

- 4.1 The Department will schedule regular meeting during the academic year. The frequency and placement of additional meetings shall be open to the decision of the Chair, but shall not be less than once a month.
- 4.2 Agenda items may be submitted by any member of the Department two working days before the scheduled meeting.
- 4.3 The transaction of departmental business is dependent upon a quorum of a simple majority of the Department.
- 4.4 Proxies may be used within the Department and shall be consistent with the College By-Laws. Such proxies may be communicated by email to a regular voting member of the Department when necessary.
- 4.5 Minutes of the Department meetings shall be distributed to the Department faculty within one week following the meeting.

5. Departmental Prerogatives

- 5.1 Merit, Promotion and Tenure.

- 5.1.1 An individual faculty member may initiate action on matters of merit, promotion and tenure.
 - 5.1.2 Procedures and criteria for departmental merit, promotion and tenure recommendations will be consistent the University System Code, the UNLV By-Laws and the Faculty Promotion and Tenure guidelines passed by the College.
 - 5.1.3 It is incumbent upon the individual faculty members to provide documentation supporting the evaluation criteria in line with College and University deadlines.
 - 5.1.4 All faculty members eligible for merit shall be evaluated by the College of Urban Affairs Merit, Promotion and Tenure Committee in the areas of teaching, research, and service.
 - 5.1.5 Each member of the committee shall have the opportunity to evaluate faculty under consideration for promotion and/or tenure on the accepted criteria.
 - 5.1.6 Departmental recommendations will be forwarded by the Chair to the Dean. For purposes of oral presentation to the Dean, the Chair may include the Chair of the Merit, Promotion and Tenure Committee for the Department.
 - 5.1.7 The Department adheres to the principle that any written communication relating to the evaluation of any faculty member for purpose of reappointment, promotion and/or tenure, shall be subject to review by that faculty member.
- 5.2 The recognition of the tripartite functions of the University (teaching, scholarship, service) dictates that the Department faculty be given no more than a nine credit-hour teaching load to permit the accomplishment of these functions.
 - 5.3 The Department recognizes that multiple factors are related to the determination of class size. These factors will be considered by the individual instructor in determining class size with the consent of the Department Chair.
 - 5.4 Faculty rights and responsibilities will be consistent with those specified in the College of Urban Affairs By-Laws, Section 4.2.
6. Procedures for Amending Department By-Laws
 - 6.1 A change in the By-Laws may be proposed by 20% of the faculty or by the Department Chair.
 - 6.2 If possible, the requested change in By-Laws is placed on the agenda of the next faculty meeting or the one following. The issue is discussed in full and the final formulation of the proposed change is determined by faculty discussion. If this step is not completed during the faculty meeting, it is to be completed at the next scheduled faculty meeting.
 - 6.3 Faculty members vote on the proposed By-Law changes at the faculty meeting following the one in which the final formulation of the proposed changes were made.
 - 6.4 Voting on the proposed changes in By-Laws is done by secret ballot. By-Laws are passed only when two-thirds of the total faculty vote in their favor. A

faculty member who cannot be present may leave an official proxy ballot with the Administrative Assistant and the ballot will be inserted in the ballot box and counted with the others.

- 6.5 By-Law changes become effective after a two-thirds majority is reached, unless the Chair or 20% of the faculty members request reconsideration. (Sec. 7.2).
- 6.6 If the Chair or 20% of the faculty members wish to call for reconsideration, it must be considered within one week of the vote. A meeting will then be convened to discuss it. During this meeting, the Chair or other faculty members may present arguments against the earlier faculty decision. The faculty have the option to terminate the discussion and vote a second time on the original, approved formulation. If a two-thirds vote is achieved, the By-Laws become effective. If the faculty wish to vote on new changes in the language of the originally approved By-Laws, then the vote on these is postponed until the following faculty meeting or a mail-in ballot several days later.

7. Nomination and Election of the Department Chair.

- 7.1 The Department Chair is recommended by a two-thirds vote of the faculty, and such recommendation shall be forwarded to the Dean.
- 7.2 With the exception of candidates from outside the department the following procedures shall be followed for the recommendation of the Chair to the Dean.
 - 7.2.1. Interested faculty shall declare their candidacy for Chair no less than three weeks before the election.
 - 7.2.2. Each candidate for Chair shall present his/her position on issues and concerns facing the Department at a special Department meeting. Each candidate shall have presented the faculty with a written statement prior to the meeting. At that time, the faculty shall have the opportunity to ask questions of the Chair candidates.
 - 7.2.3. At the close of the special Department meeting, written ballots shall be distributed to faculty members containing the names of candidates for Chair. Ballots shall be cast anonymously in a ballot box in the department office. Proxy ballots will be permitted. The faculty will chose two faculty members to count and tabulate the ballots. The senior faculty members will then report the results to the Department and the Dean.
- 7.3 With the exception of candidates being considered from outside the Department, the Chair must be a tenured, full-time faculty member of the Department.
- 7.4 The nomination of the Department Chair shall take place during the first (fall) semester of the third year of office of the incumbent Chair unless candidates from outside of the Department are being considered.

8. Procedures for Recommending Termination of Office of the Department Chair.

- 8.1 The faculty may request that the Dean consider termination of office of the Department Chair. The request must be made in writing with support of at least 20% of the faculty.
- 8.2 The issue is discussed in a special meeting chaired by a tenured faculty member, who is elected by two-thirds vote of the faculty. If no one receives a two-thirds vote, then the meeting is chaired by a tenured faculty member chosen at random from those willing to serve in that capacity.
- 8.3 The vote on termination is taken by secret ballot one week after the issue has been thoroughly discussed in one or more special meetings as needed. A two-thirds vote is required for a conclusive recommendation to be made to the Dean.
- 8.4 The Chair of the special meetings is responsible for transmitting the minutes of the special meeting(s) and the results of the secret ballot to the Dean.