

**Department of Criminal Justice  
BYLAWS**

**CHAPTER I  
Department Organization and Bylaws**

**Section 1     Organization**

- 1.1     The Department of Criminal Justice is an academic unit within the Greenspun College of Urban Affairs.
- 1.2     Members of the Department of Criminal Justice will include full-time academic faculty and classified staff.
- 1.3     Voting members of the Department are limited to tenured or tenure-track faculty under full-time contracts with the University of Nevada Las Vegas.

**Section 2     Purpose of the Department of Criminal Justice Bylaws**

- 2.1     These bylaws detail policy and procedures governing the operation of the Department of Criminal Justice. They are subordinate to both the bylaws of the College of Urban Affairs and the University of Nevada Las Vegas.
- 2.2     An amendment to these bylaws may be proposed by any tenured or tenure-track faculty member in the Department of Criminal Justice. Faculty acceptance of the proposed amendment requires a two-thirds vote of approval from the total faculty voting.

**CHAPTER II**  
**Departmental Administration**

The Department of Criminal Justice is one of seven units which comprise The Greenspun College of Urban Affairs. Authorization for unit Bylaws are provided in Chapter 1. Section 4.4 of the UNLV Bylaws.

**Section 1      Chair of the Department of Criminal Justice**

- 1.1      **Election of the Chair:** Departmental faculty will provide nominations for the office of chair. Self-nominations are permitted. Nominations will be limited to tenured-faculty who have earned the rank of associate professor. The faculty will elect the Chair of the Department every three (3) years. The election will be conducted by written, anonymous ballot and determined by a simple majority of voting members of the Department of Criminal Justice. The name of the selected nominee for Department Chair will be forwarded to the Dean of the College of Urban Affairs. The candidates for Chair must be acceptable to the Dean and the UNLV Provost. The Chair is appointed by the UNLV President.
- 1.2      **Term of Office:** The term of office of the Chair will be three years. The Chair will serve no more than two consecutive terms unless otherwise approved by the majority of voting faculty in the Department. The Provost, Dean, or Department of Criminal Justice Faculty may seek removal of the Chair during their term. The Department may seek removal of the Chair from his or her term by a two-thirds vote of the faculty. Final authority for removal of the Chair rests with the UNLV President.
- 1.3      **Responsibilities of the Chair:** The Chair will serve as the administrator for the Department of Criminal Justice and will represent the Department on college and university matters. The Chair will conduct regular departmental meetings and give due consideration to faculty recommendations for department related matters.
- 1.4      **Evaluation of the Chair:** The Chair will be evaluated annually in accordance with guidelines provided by The Greenspun College of Urban Affairs.

## CHAPTER III

### Faculty Organization and Governance

#### Section 1 Departmental Meetings

- 1.1 The department will meet at least once a semester. Meetings of the Department may be called by either the Chair or by any two faculty members in a written response to the Chair. The Chair will, except when precluded by extraordinary circumstances, announce in print or electronically the time, place, and agenda of the meeting at least three days prior to the scheduled meeting.
- 1.2 **Proxy Representation:** A faculty member who must miss a scheduled departmental meetings will have the option of giving a written proxy to another member of the Department. No faculty member will be responsible for more than one proxy vote. No more than one-third of the departmental faculty may be represented by proxy at a departmental meeting.
- 1.3 **Decision-Making:** A majority of the faculty will constitute a quorum to conduct departmental business. A simple majority is required to pass on matters to be decided by the faculty.

#### Section 2 Standing Committees of the Department: The Department will have the following standing committees. All standing committees must have a minimum of three members.

- 2.1 **Curriculum Committee:** The Curriculum Committee is responsible for reviewing the departmental curriculum and submitting recommendations to Department.
- 2.2 **Personnel Committee:** The Personnel Committee is comprised of three sub-committees.
  - 2.2.1 Tenure and Promotion Committee: The committee is charged with providing an evaluative report regarding mid-tenure review, tenure, and promotion to the positions of associate and full professor. Committee membership is by election and is restricted to tenured faculty. The Chair is not a member of this committee nor is he/she permitted to attend meetings at which recommendations for tenure and promotions are made or voted upon.
  - 2.2.2 Peer Review of Teaching Committee: The committee provides two separate functions. The review is *formative*, providing feedback to

the faculty that might assist them in improving the quality of their teaching. The review is also *evaluative*, providing an assessment of a faculty member's teaching performance for the purpose of annual reports, merit applications, mid-tenure review, and promotion decisions. The Chair may not serve on the committee nor attend meetings at which decisions regarding peer review are made.

2.2.3 P-99 Teaching Committee: The committee provides periodic reviews of the teaching performance of part-time instructors in the Department.

2.3. **Graduate Committee**: The Graduate Committee reviews applications for the graduate program, consults with the Curriculum Committee in reviewing the graduate program curriculum, and makes decisions regarding graduate assistant awards. The committee is composed of the Graduate Coordinator and at least two additional faculty members.

### **Section 3**     **Ad Hoc Committees**

3.1     Committees may be created and dissolved by the Chair in response to particular tasks, problems, or issues.

### **Section 4**     **Faculty Development Accounts**

4.1     Proceeds from summer term courses will be used to further the teaching or research productivity of full-time faculty.

4.2     Proceeds will be divided equally by the total number of full-time faculty plus up to two shares awarded, at the Chair's discretion, for general departmental needs.

4.3     Funds from individual faculty development accounts may be used as seed money for research, the hiring of student workers, the purchase of equipment to be used for research or in the classroom, or any other need specifically related to teaching or research activity.

**4.4**     Faculty development funds are expected to be used, not to accrue to excessive amounts. Though funds may be rolled over from one year to the next, **faculty are encouraged to use funds from a summer term during the subsequent calendar year.**

4.5     If a faculty member does not use funds in a timely manner, the Department Chair may transfer those funds to a general account after consulting with the faculty member.

## CHAPTER IV

### Mid-Tenure, Tenure, and Promotion

#### Section 1 Mid-Tenure, Tenure and Promotion

- 1.1 **Establishment of Criteria for Mid-Tenure, Tenure, and Promotion:** Criteria for tenure and promotion are contained in the Department of Criminal Justice's *STATEMENT ON PROMOTION AND TENURE*. The Promotion and Tenure Committee will review these guidelines periodically to ensure they remain consistent with the expectations both of The Department of Criminal Justice and the Greenspun College of Urban Affairs. In accordance with the UNLV and Greenspun College of Urban Affairs Bylaws, the candidate will be rated as either "Excellent," "Commendable," "Satisfactory," or "Unsatisfactory" in the areas of teaching, research, and service. Justification for each ratings will be provided in narrative form and contained within the Committee's evaluative report of a particular candidate.
- 1.2 **Mid-Tenure Review:** The purpose of the mid-tenure review is to evaluate the progress of non-tenured faculty toward tenure. The following schedule for mid-tenure reviews will be followed:
- a. For candidates with no years toward tenure, mid-tenure review will occur during the middle of their sixth semester at UNLV.
  - b. For candidates entering with one year awarded toward tenure, the mid-tenure review will occur during the middle of their fourth semester at UNLV.
  - c. For candidates entering with two years awarded toward tenure, the mid-tenure review will occur during the middle of their third semester at UNLV.
  - d. **For candidates entering with three years awarded toward tenure, the mid-tenure review will occur during the middle of their second semester at UNLV.**
- 1.2.1 **Submission of Materials for Mid-Tenure Review:** The evaluative report will be based on a review of materials supplied by the candidate. Prior to the review, the following will be supplied by the candidate to the Tenure and Promotion Committee.
- a. Current vita
  - b. Copies of annual reports
  - c. A brief summary of the candidate's contributions in the areas of teaching, research, and service.
  - d. Supplemental materials including:

1. Evidence of teaching performance (e.g., departmental peer review, **copies of exams**, student teaching evaluations) *and*
2. Evidence of scholarly research (e.g., copies of submitted or published articles, book chapters, books, grants, technical reports, etc.) *and*
3. Evidence of service to: (a) the department, college, and university; (b) the community (e.g., outreach, education, local program evaluation); and (c) the profession (e.g., panel organizer, manuscript reviewer, etc.).
4. The candidate may also wish to include any other materials for review that he/she believes documents their performance in one or more of the areas under evaluation.

**1.2.2 Consultation with Mid-Tenure Review Candidates:** After the review of mid-tenure materials, the Department Tenure and Promotion Committee will prepare and provide a preliminary evaluative report for the candidate. The candidate will have seven **business** days to review the report before meeting with the Committee for the purposes of discussion and consultation. During this meeting, the candidate will be given the opportunity to respond to specific evaluative conclusions contained in the report. The Committee may consider the candidate's responses during the preparation of the final report. A written rejoinder to the Committee's final report by the candidate may also be filed and would become a part of the candidate's permanent record.

**1.2.3 Preparation and Dissemination of the Final Evaluative Report:** A final evaluative report will be completed within seven **business** days after the Committee's consultation with the candidate. The Committee's ratings of the candidate's performance in the areas of teaching, research, and service will be included in the report. For areas not assessed as "Excellent," the report will also include suggested remedial actions to the candidate. The final report will be considered a part of the candidate's permanent record. Copies of the report will be forwarded to the Chair, **the Dean**, and the College Tenure and Promotion Committee.

**1.2.4 The Chair will complete his/her own evaluative report, copies of which will be provided to the candidate and forwarded to the Dean and the College Promotion and Tenure Committee.**

### **1.3 Promotion to Associate and Full Professor**

**1.3.1 Submission of Materials for Promotion Decisions:** The specific guidelines for the submission of materials for promotion to Associate or Full Professor include those specified in **Chapter IV**, Section 1.2.1. of this document and the Greenspun College of Urban Affairs *Guidelines for Tenure, Promotion, and*

*Merit.* Applications for promotion and tenure must be also converted to pdf format and submitted in electronic format.

1.3.2 **Linkage of Promotion and Tenure:** Promotion and tenure recommendations will be linked if this decision occurs prior to the sixth year of the tenure probationary period. As per the UNS Code, a faculty member has the prerogative of applying for early tenure and promotion.

1.3.3 **External Referees:** All tenure and promotion candidates will have the productivity and quality of their professional activity reviewed by external referees. The department will solicit at least four letters from outside the university. At least two of external reviews must be from persons drawn from a list of names suggested by the candidate, and at least two will be from persons not suggested by the candidate.

1.3.4 **Additional Evaluative Criteria:** Promotion to Associate and Full Professor will further be evaluated in accordance with the essential criteria identified in **Chapter III**, Section 16 of the UNLV Bylaws.

1.4 **Voting Procedures for Promotion Decisions:** The Tenure and Promotion Committee will provide an evaluation of a candidate for **promotion to the full-time faculty members** in the department. At a meeting, **tenured faculty** will informally discuss the report and may act to formally amend the report. Tenure track faculty may attend the meeting and/or provide informal feedback to a member of the committee prior to the meeting.

Following a motion to adopt, **tenured faculty** will then vote confidentially for promotion of the candidate. The Chair will record the "yes," "no," and "abstain" votes. The vote of the faculty, **by rank**, will be forwarded with the Committee's report to the Dean of the Greenspun College of Urban Affairs for further review.

1.5 The Chair will complete his/her own evaluative report of the candidate for promotion. Copies of the report will be forwarded to the Dean and the College Promotion and Tenure Committee.

**Revision Adopted 8/25/10**