

# University of Nevada, Las Vegas

## Faculty Senate, Administrative Faculty Committee Bylaws

Faculty Senate Executive Committee Revision Approval Date xx/xx/xx

The Administrative Faculty Committee serves to communicate Administrative Faculty initiatives and concerns, of both a general and unit specific nature to the Faculty Senate; improve general communication and address issues within the Administrative Faculty. Committee members assume responsibility of disseminating information of interest to, and soliciting it from, their units.

### 1. STRUCTURE OF THE COMMITTEE

The committee will be composed of all Faculty Senators on an Administrative Faculty contract of employment and representatives elected from the following University units who are not Faculty Senators:

- President / Provost / Diversity Initiatives
- Office of Information Technology
- Business Affairs
- Student Affairs / Student Life / Police Services / Student Wellness
- Center for Academic Enrichment and Outreach
- Enrollment Services
- Research / Economic Development / Graduate College
- Philanthropy and Alumni Engagement
- Athletics
- Integrated Health Sciences / Dental / Nursing / Public Health / Medical School
- Libraries / Academic Success Center / Honors College / Fine Arts
- Business / Hospitality / Law
- Sciences / Engineering
- Urban Affairs / Liberal Arts / Education
- At-Large
- At-Large
- (Optional) Additional At-Large seats (see 1.3.3.)

#### 1.1. Membership

Each University unit grouping shall have one representative on the committee. Two Administrative Faculty Committee seats shall be designated "At-Large." Each at-large seat is to be filled by a member of the Administrative Faculty who is successful in an election conducted by the Administrative Faculty Senior Senator in which all Administrative Faculty are eligible to vote.

Any department or area with more than 50 Administrative Faculty positions shall be considered a University unit. University unit groupings shall not exceed 125 positions,

otherwise the Administrative Faculty Committee shall determine if the unit shall be split into two smaller units, each with at least 50 positions, or if another representative shall be added.

1.1.1. If there is a reorganization of the UNLV units, elected representatives from the original unit will maintain that represented position until the term is finished.

1.1.2. Any member who fails to attend three meetings, within one year, without sending a proxy shall be removed from the committee by the committee chair and a new representative from that unit will be requested by the committee chair and appointed as a proxy until the next scheduled election is held. The chair of the Administrative Faculty Committee will notify the Executive Committee of the Faculty Senate of the change.

## 1.2. Term

Non-Faculty Senate Committee members will be elected for a term of three years. Elections will be held each spring and terms will commence in August.

## 1.3. Elections

Elections can be held any time during the year to replace an Administrative Faculty committee member who must resign from any Faculty Senate Committee or in a situation in which the member may be on temporary leave. A long-term proxy may be designated by the member until elections take place.

1.3.1. Elections will occur for expiring terms ONCE per year and begin in April/May with officer position election occurring in June.

1.3.2. 14 AFC seats representing units will remain.

1.3.3. At-Large seats will expand to 4 in total as we continue to develop a restructuring plan for areas of representation.

1.3.4. If vacancy occurs due to someone moving areas/getting a new role at UNLV, their seat will be converted to an "At-Large seat and/or long-term proxy" if they want to remain on AFC until their current term ends.

1.3.5. If a vacancy occurs in any regular AFC seat before the next round of annual elections, the seat will be filled by an appointment process and approved via the executive committee. Every effort will be made to appoint the interim seat with a representative for the vacancy unit/area of representation.

1.3.6. During the regular elections cycle, if no one from a specific unit/area of representation runs during the first round, that seat will be converted to “At-Large seat - long-term proxy” for the specified term.

#### 1.4. Ex-Officio, Non-Voting Members

Administrative units’ designees will be represented as ex-officio, non-voting members.

#### 1.5. Officers

There shall be four officers of the Administrative Faculty Committee consisting of the chair, two vice chairs, and a secretary. Officers are elected by a majority vote of the committee members present.

##### 1.5.1. Term

Officers will serve a term of one year, from June 1 to May 31.

##### 1.5.2. Eligibility

The chair will be elected by the Administrative Faculty Committee from amongst the elected members who have served on the Committee for at least one year. The Faculty Senate Executive Committee must ratify the selection of chair.

The committee will elect two (2) vice-chairs, and the secretary at the first meeting of a new session. A vice-chair cannot automatically become the chair of the Administrative Faculty Committee.

##### 1.5.3. Officer Duties

###### a. Chair

The chair shall convene regularly scheduled committee meetings; preside, or arrange for other members of the Executive Board to preside, at each meeting in the following order: vice chair I, vice chair II, secretary; oversee the preparation of the budget, orchestrate the development of budget plans including a rollover of the remaining balance, make financial information available to committee members and initiate committee member election process.

###### b. Vice Chair I (Senior Vice Chair)

The vice chair I is responsible for communicating with the assigned Development Day and Awards subcommittees; reviewing and updating the monthly agenda with any new information from/for their assigned subcommittees; and communicating and coordinating budgetary needs with the chair and committee budget manager, as it relates to development day and awards.

###### c. Vice Chair II

The vice chair II is responsible for communicating with the assigned Bylaws and Website subcommittees; reviewing and updating the monthly agenda with any new information from/for their assigned subcommittees; reviewing proposed bylaw changes with the Bylaw subcommittee chair and coordinating any questions with the chair and administrative faculty senators; and assuming the role of secretary when the secretary is absent.

d. Secretary

The secretary is responsible for keeping records of the executive board and committee actions, including overseeing the taking of minutes at all executive board and committee meetings; sending out meeting announcements; distributing/posting copies of the agenda and minutes to all executive board and committee members; providing and collecting member sign-in sheets and placards at all meetings of the committee; and assuring any and all records are maintained. Additionally, if the meeting is being recorded the secretary posts a notice the meeting is being recorded.

1.6. Executive Board

The four Administrative Faculty Committee officers will serve as the members of the executive board. The executive board shall have all the powers and authority of the committee in the intervals between meetings of the committee, except for the power to amend the bylaws and elect officers. The executive board is subject to the direction and control of the full Administrative Faculty Committee.

1.7. Subcommittees

A subcommittee may be proposed at any time by a member of the Administrative Faculty Committee to address relevant issues. A simple majority vote of the quorum is required for action to create a subcommittee.

1.5.1. Subcommittee Review

Continuation of subcommittees, membership, and charges shall be reviewed once each academic year, starting in September.

2. OPERATIONAL PROCEDURES OF THE COMMITTEE

A quorum shall consist of 2/3 of the committee membership. A simple majority of the quorum is required for action.

2.1. Election of Officers

The Administrative Faculty Committee will elect the chair during the last meeting of the session. The two vice chairs and secretary will be elected at the first meeting of the new session.

## 2.2. Meetings

Meetings of the committee are initiated by the chair of the committee. In absence of the chair, vice chair I (senior vice chair) may call the meetings. Any member of the Committee may request a meeting for special circumstances.

## 2.3. Proxies

Proxies may be counted toward a quorum, and will be counted toward votes.

## 2.4. Reports

The chair of the committee will submit attendance and progress reports to the Faculty Senate at the request of the Faculty Senate Executive Committee.

## 2.5. Budget

Any funding left over from the previous fiscal year will rollover into AFC's budget for the upcoming fiscal year.

# 3. GENERAL CHARGES OF THE COMMITTEE

The Administrative Faculty Committee is charged with providing a formal body whose function is to address issues of interest to the administrative faculty; improving the representation of administrative faculty issues to the Faculty Senate; improving the general communication within the administrative faculty and university community; and disseminating information of interest to the administrative faculty and communicating the concerns of administrative faculty to the Faculty Senate.

# 4. AMENDMENTS OF THE ADMINISTRATIVE FACULTY COMMITTEE BYLAW

The Administrative Faculty Committee bylaws may be amended after approval by 2/3 of the vote of the committee. After committee approval, the amended bylaws will be provided to the Faculty Senate Executive Committee for final approval.