

# UNLV

## ADMINISTRATIVE FACULTY COMMITTEE COMMITTEE HANDBOOK

*The Administrative Faculty Committee's vision is to create a culture of inclusiveness and growth by fostering meaningful collaborations and to provide opportunities for Administrative Faculty to participate in rewarding professional development endeavors.*

### Contents

INTRODUCTION	2
MILESTONES	2
COMMITTEE BYLAWS	3
COMMITTEE STRUCTURE	3
RESPONSIBILITIES OF OFFICERS	4
RESPONSIBILITIES OF COMMITTEE MEMBERS	7
STANDING SUBCOMMITTEES	10
COMMITTEE EVENTS AND TIMELINES	10
APPENDIX A: FACULTY SENATE/SHARED GOVERNANCE	14
APPENDIX B: RESOURCES	16

## INTRODUCTION

The primary purpose of this guide is to provide an overview of basic information about the Administrative Faculty Committee (AFC): its purpose, structure, membership, meetings, and record keeping. It also outlines AFC's role on campus and how our members participate in shared governance.

The Administrative Faculty Committee (formerly known as Professional Staff Committee) is a standing committee of the Faculty Senate and participates in university governance by reviewing and recommending policy on issues that directly affect administrative faculty, such as merit and compensation, human resources, Faculty Senate representation, orientation, and the general communication among all administrative faculty members. For more information on the Faculty Senate and shared governance at UNLV, see [APPENDIX A](#).

The Administrative Faculty Committee serves as a forum for promoting and communicating administrative faculty initiatives and concerns of both a general and unit specific nature among the Administrative Faculty, the Faculty Senate, and top UNLV administrators.

## MILESTONES

The following milestones present a snapshot of the history and progress of the AFC:

**OCT 1994** – The Administrative Faculty Committee's (AFC) initial set of bylaws were approved by the Executive Committee of the Faculty Senate.

**DEC 2014** – The AFC representation was re-organized in order to more effectively represent the interests of administrative faculty by creating clusters for campus departments whose numbers, by themselves, were too few to warrant their own representative. It was during this re-organization that two At-Large seats were created.

**FEB 2016** - The AFC website was launched. The goal of this site is to connect UNLV's Administrative Faculty to the University, the community, and each other.

**AUG 2016** - The first Administrative Faculty of the Month Award.

**MAY 2017** - The Chair of the AFC became a member of the Faculty Senate.

**JAN 2018** – Administrative Faculty Senators become full voting members of the AFC.

**APR 2018** – The first volunteer day organized by the AFC took place at the Opportunity Village Thrift Store. The day was an incredible success and resulted in the formation of a new standing subcommittee for Community Outreach.

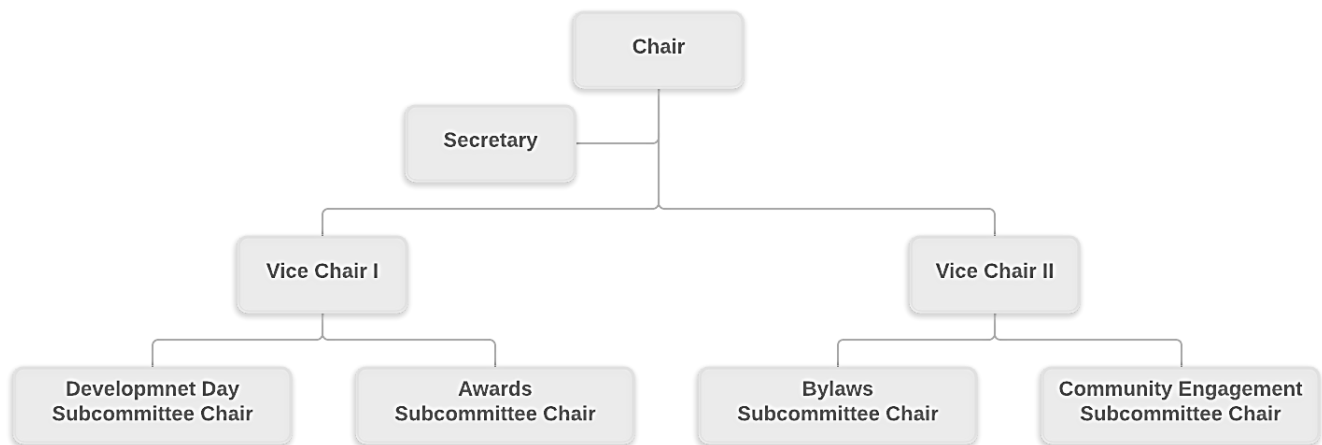
**MAY 2018** - The Top Tier Infrastructure and Shared Governance report indicated that the AFC was cited as a participant in their efforts in resolving equity salary review issues at the university.

### COMMITTEE BYLAWS

The [Faculty Senate Bylaws](#), sections 5 and 6, identify the need for an Administrative Faculty Committee in which each professional staff unit will have one representative on the committee for every fifty professional staff positions in the unit or fraction thereof. The [Administrative Faculty Bylaws](#) detail the representative apportionment of the committee. Current members and the units they represent can be found on the [AFC Member Directory](#).

Per Section 4.1, the Administrative Faculty Committee bylaws may be amended after approval by 2/3 of the voting members of the Administrative Faculty Committee. After approval by the committee, the changes are submitted to the Faculty Senate Executive Committee for approval.

### COMMITTEE STRUCTURE



The Administrative Faculty Committee is headed by the Chair, who along with the Secretary, Vice Chair I and Vice Chair II, make up the AFC Executive Committee. The Vice Chair I oversees the Development Day and Awards Subcommittees. The Vice Chair II oversees the Bylaws and Community Engagement subcommittees.

## RESPONSIBILITIES OF OFFICERS

### CHAIR

1. Plans and conducts monthly committee meetings.
  - a. Sets Date/Time/Location of monthly meetings.
    - i. Reserve meeting space in Student Union by submitting UNLV SUES Event Registration Form.
  - b. Prepares and forwards meeting agenda to Vice Chairs for review and upon approval of items, sends to Secretary for printing.
  - c. Shares agenda through email with meeting reminder to AFC Representatives and Administrative Faculty Senators 3-7 business days prior to the scheduled meeting.
2. Ensures accurate minutes are taken by reviewing all minutes before they are uploaded to Google Drive, within 7 business days of meeting having occurred.
3. Summarizes important information via email to Representatives after the meeting with the approved minutes, applicable attachments/flyers and information necessary for constituents.
4. Represents Administrative Faculty on the President's Advisory Council and in Faculty Senate Meetings.
5. Attend meetings as scheduled.
6. Contribute to content being discussed, as relative to Administrative Faculty.
7. Updates AFC Handbook before the end of service in Chair position, to be passed to next Chair or as updates occur.
8. Maintains AFC official email account and requests OIT reset password to AFC email account at beginning of term as Chair. Controls who has access to email address through delegating permission to appropriate representatives.

### VICE CHAIR I

1. In the Chair's absence, presides at committee meetings and serves as ex-officio member of subcommittees as needed.
2. Oversees Development Day Subcommittee and Awards Subcommittee.
  - a. Assists the Chair by taking on responsibility for communication with subcommittee chairs, gathering reports on subcommittee progress, activities and needs to communicate to Chair.

- b. Communicates and coordinates budgetary needs with chair and the AF FS Budget Manager as it relates to the development day, monthly/annual AP awards.
3. Encourages committee members to gather and share information with their constituents via monthly or bi monthly email correspondence.
4. Motivates committee members to participate in discussions & subcommittees.
5. Provides feedback for the Chair to assist in developing the agendas for committee meetings.
6. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
7. Other duties as delegated by the Chair.
8. Has access to edit, add and delete items from the Google Drive as requested by Chair.
9. Has access to AFC email address.

## **VICE CHAIR II**

1. In the Chair's absence, presides at committee meetings and serves as ex-officio member of subcommittees as needed.
2. Oversees the AFC website and manages updates as required.
3. Oversees Bylaws Subcommittee and Community Engagement Subcommittee.
  - a. Assists the Chair by taking on responsibility for communication with subcommittee chairs, gathering reports on subcommittee progress, activities and needs to communicate to Chair.
  - b. Reviews proposed bylaw changes with subcommittee chair, and coordinates any questions with Chair and AF FS representatives.
4. Encourages committee members to gather and share information with their constituents via monthly or bi monthly email correspondence.
5. Motivates committee members to participate in discussions & subcommittees.
6. Provides feedback for the Chair to assist in developing the agendas for committee meetings.
7. Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.
8. Other duties as delegated by the Chair.
9. Has access to edit, add and delete items from the Google Drive as requested by Chair.
10. Has access to AFC email address.
11. Fills in for Secretary, if needed, at monthly meetings.

**SECRETARY**

1. Works with Vice Chair II on website maintenance.
2. Is familiar with how to add and delete items from Google Drive.
3. Generates monthly sign in sheets and prints copies of sign in sheet and agenda for meetings, as well as current nametags for representatives and guests as applicable.
4. Transcribes meeting minutes, forwards minutes to Chair for review and posts them on to the Google Drive after Chair approves minutes, along with sign in sheets with representative signatures within 7 business days. Minutes shall contain the following information:
  - a. A listing of members present, absent and all guests, proxies or observers
  - b. Type of meeting (regular or special)
  - c. Name of the Organization
  - d. Date and place of meeting
  - e. Presence of Chair and Secretary, or names of substitutes
  - f. Approval of previous minutes
  - g. All reports and action taken
  - h. All main motions carried or lost (omit those withdrawn)
  - i. All other motions carried and which contain information needed at a future meeting
  - j. Adjournment
5. Responsible for storing and bringing representative name plates to each meeting.
6. Maintain accurate record of changes to sign in sheets, reflecting any changes that occur from elections or attrition.

The minutes are a record of what is done, not what is said. The personal opinion of a member should be avoided, and participant's names only listed as in attendance, absent or proxy. The name of the maker of the motion and secondary need not be included unless the organization desires this information be recorded.

When the motion is very important, such as items related to the Bylaws where recording of votes is mandatory, and other items as determined by the Chair, Secretary will list participants and how they voted only if requested to do so.

## **BUDGET MANAGER**

The Budget Manager is not required to be an elected member of the Administrative Faculty Committee and is not a member of the Executive Board. The Budget Manager will reconcile all committee transactions and provide the Chair of the committee updated budget reports monthly.

## **RESPONSIBILITIES OF COMMITTEE MEMBERS**

### **THE ROLE OF A COMMITTEE MEMBER**

The role of an Administrative Faculty Committee member is to represent Administrative Faculty in the units or divisions they represent, and to collaborate with other University entities to ensure a shared governance of UNLV.

### **TIME COMMITMENT**

Committee members must attend the meetings that are conducted at least once each month. Meetings are typically held from 10:30-11:30 a.m. on the second Tuesday of each month.

A member of the committee who is unable to attend a single meeting should designate a proxy for that meeting and email the name of their proxy to the chair of the committee. An individual may only hold one proxy per meeting and individuals may be removed from the committee if a proxy is used more than three times during the course of a year, as determined by the committee. Additional time requirements include participation in subcommittees or serving as the representative of Administrative Faculty on a campus affinity group or campus committee requiring Administrative Faculty representation. Members must participate in at least one subcommittee or serve as a representative of AF in at least one group, per year.

### **TERMS OF SERVICE**

Committee members will be elected for a term of three years. Elections will be held in April, and terms will commence on June 1.

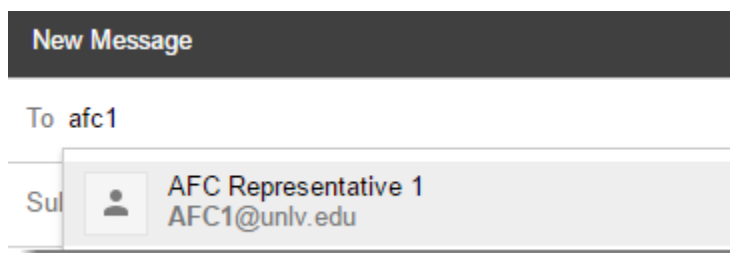
### **COMMUNICATING WITH CONSTITUENTS**

Committee members are responsible for representing the interests of their constituents. They will use the [constituency listservs](#), such as the Administrative faculty listserv or department listserv to keep their constituents apprised of relevant monthly Committee actions. They are also encouraged

to e-mail any highlights from meetings that are of particular interest to their area, including in all correspondence the AFC Vision Statement, time of next meeting and AFC web address.

To send a message to an AFC group:

1. Login to your personal UNLVMail account, click the Compose button on the left side of your inbox.
2. Type the group's e-mail address in the To field (e.g., [afc1@unlv.edu](mailto:afc1@unlv.edu)). It may auto-complete the address as you begin to type.



3. Type in your message's subject and body.
4. Click Send. You will not receive a copy of a message in your own UNLVMail account. A copy of the message can be located in your Sent Mail view.

**ADDITIONAL GOOGLE GROUPS INFORMATION:**

- The groups are set up so that any AFC representative can send to any of the lists.
- The lists are automatically updated daily and based on the HR department listing for each employee.
- View previous messages on your [My Groups page](#). (must be logged in to your Gmail account)

If you have any questions or need help sending messages to these groups, please contact Chinam Seto (702) 895-0799 or Nick Azua (702) 895-1615.

**CURRENT MEMBERS**

Please visit the Administrative Faculty Committee website to [view the complete list of representatives](#).



## STANDING SUBCOMMITTEES

The following subcommittees have been established to assist formalizing the structure of the Administrative Faculty Committee, designing and implementing professional development opportunities for administrative faculty, recognizing and rewarding administrative faculty and creating and updating a web presence to represent the committee's work. The standing subcommittees are:

1. Awards Subcommittee
2. Bylaw Subcommittee
3. Development Day Subcommittee
4. Community Engagement Subcommittee

## COMMITTEE EVENTS AND TIMELINES

### ADMINISTRATIVE FACULTY DEVELOPMENT DAY

#### PURPOSE

Administrative Faculty Development Day is an event that occurs every Fall, to provide professional development and networking opportunities to Administrative Faculty. In addition to professional development activities, the event serves as a venue for valuable networking and relationship building with faculty in various departments and units on campus that are unlikely to connect throughout the year.

Highlights of the Event:

- The Administrative Faculty of the Year Award recipient is recognized.
- Individuals who were chosen to receive Professional Development Awards are announced.
- Attendees are encouraged to apply for professional development awards for the following year.

#### PROCEDURE FOR PLANNING

1. The Development Day Committee Chair will need to work alongside the Budget Manager, to prepare a budget outlining the costs anticipated for the event. Subcommittee Chair will secure a room reservation for the SU Ballroom as early as April for the following Fall as Development Day takes place between September- November and anticipated cost of

reservation will be needed for budget proposal. Reservations can be made by submitting a UNLV SUES Registration Form during priority registration.

2. Individuals or companies who provide services, such as a presentation or catering for the event, will need to be secured before June 30th to ensure timely payment before the event's date and before funds expire for the FY; thus, the Chair must provide the presenters' information to go along with the budget proposal in a timely manner.
3. All invoices received for the event (catering, rental space, etc.) will need to be reviewed by the Chair for accuracy. Any adjustments or changes will need to be discussed amongst the Subcommittee Chair, Budget Manager, Vice Chair and the service provider. Once verified as correct, the Budget Manager will request payments be made.

## **ADMINISTRATIVE FACULTY DEVELOPMENT AWARDS**

### **PURPOSE**

Several awards up to \$500 each are funded through the President's Office to reimburse Administrative Faculty who have attended and/or paid for development activities in the current fiscal year or plan to attend a professional development activity within the following fiscal year. Activities applicable for reimbursement include: trainings, seminars, courses, required tests and/or test prep materials, tuition and/or other career enhancing pursuits. The goal of offering the awards is to support and encourage the pursuit of professional development opportunities and ensure opportunities are made more accessible to Administrative Faculty. A Subcommittee comprised of AFC Representatives will select awardees based on a rating scale of agreed upon criteria if more than six submissions are received.

### **PROCEDURE FOR PLANNING**

1. A call for nominations to Administrative Faculty Development Awards will need to be done between March- June.
2. For the funds going towards Development Awards, names must be submitted at the same time as the budget proposal. Therefore, requests to Administrative Faculty to enter submissions to be considered to receive the development awards must be done between December- February. The President's Office will move \$500 from a soft account (an account whose money is not restricted by FY restrictions) to the awardee's department's account. The awardee's department will then pay the awardee with the funds received. The awardee will receive all funds between June-September if the President's Office receives the information by May.

3. Subcommittee Chair will send a notification to the Vice Chair II for awardees to be posted on AFC website.

### **ADMINISTRATIVE FACULTY OF THE YEAR AWARD**

#### **PURPOSE**

The Administrative Faculty of the Year Award is selected each year to exemplify Administrative Faculty on campus who contribute to the overall positive climate and productivity of the not only their department/area, but also to the overall campus and community. A Subcommittee comprised of AFC Representatives will select an awardee based on a rating scale of agreed upon criteria and will be honored at the President's Annual Awards Gala that takes place mid Spring every year. The Awardee will receive a monetary award and Certificate of Recognition at the Gala.

#### **PROCEDURE FOR PLANNING**

1. A call for nominations to Administrative Faculty will need to be done between November-March. Once the awardee is chosen, the Chair will submit the name to the President's Office no later than the end of March. Once the name is submitted, the President's Office will follow the necessary steps with Human Resources to ensure the awardee receives a check at the Awards Gala (March/April).
2. Subcommittee Chair will send a notification to the Vice Chair II for awardees to be posted on AFC website and submit notification to UNLV Today.

### **ADMINISTRATIVE FACULTY OF THE MONTH AWARD**

#### **PURPOSE**

The Administrative Faculty of the Month is a program to recognize outstanding Admin. Faculty. A person who is goes above-and-beyond the daily call of duty. A Subcommittee comprised of AFC Representatives will select an awardee based on a rating system. Awardee will receive \$125, a certificate, and highlight on AFC website. Awardees will be encouraged to apply for Admin. Faculty of the Year.

#### **PROCEDURE FOR PLANNING**

1. A call for nominations via UNLV Today will be done each month, applications for each month's winner will be due by the last day of that month. Once the winner is selected a template email will be completed and sent to the winner (with cc to supervisor and

nominee). Those who didn't win will also receive a regret email (with cc to supervisor and nominee).

2. Subcommittee chair will post in UNLV Today winner announcement and send bio/headshot to Website Committee Chair to be posted on AFC website.

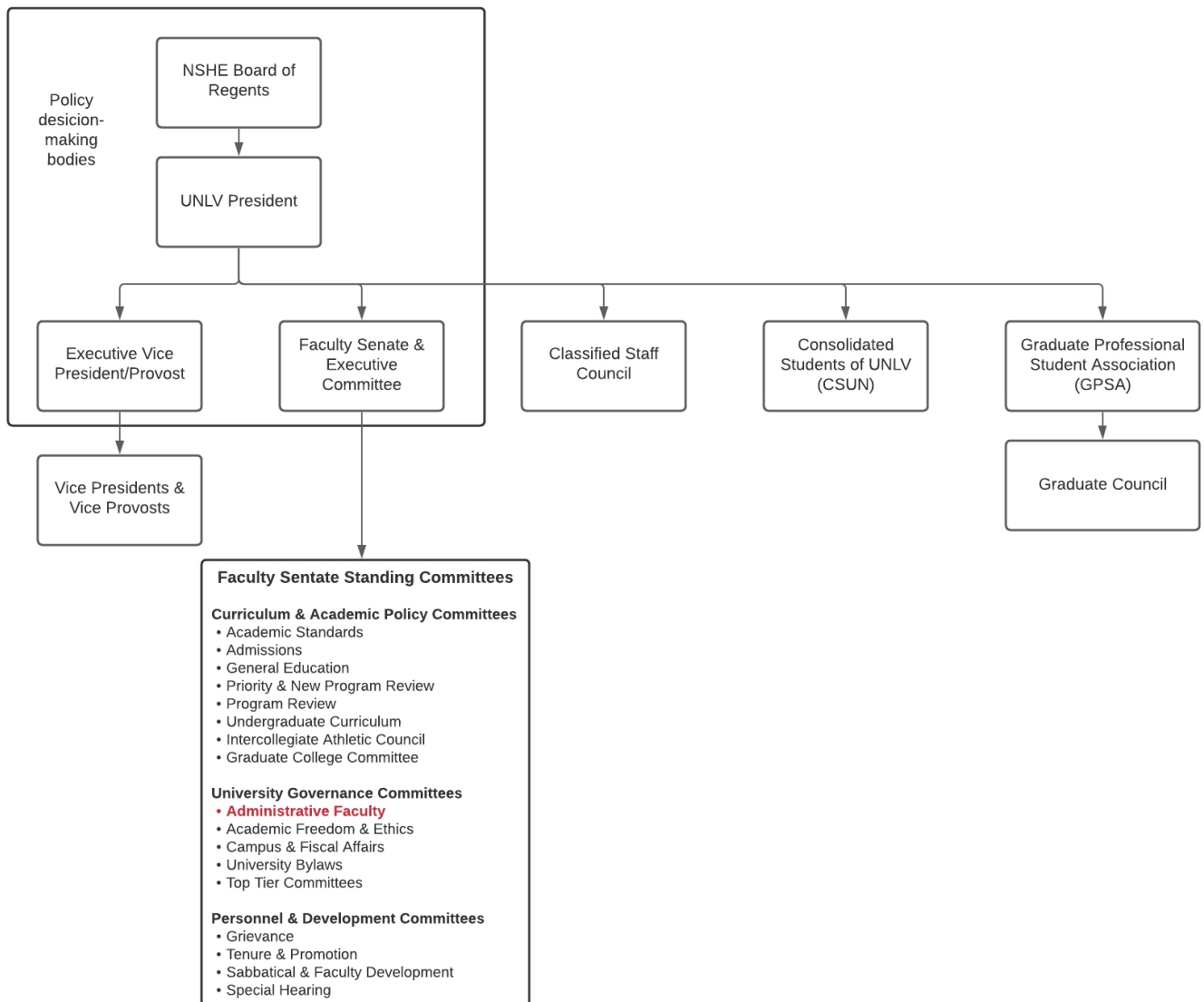
### **COMMUNITY ENGAGEMENT EVENTS**

There are currently no standing events. The Community Engagement committee reviews opportunities every year to determine the focus of their events.

## APPENDIX A: FACULTY SENATE/SHARED GOVERNANCE

The Administrative Faculty Committee is a standing committee of the UNLV Faculty Senate. The UNLV Faculty Senate serves the students, faculty, and administration through the work of its committees. Every committee, through its specific charges, contributes to the shared governance, academic rigor, and professional ethos of the university.

### UNLV SHARED GOVERNANCE STRUCTURE



Shared governance responsibilities begin with the NSHE Board of Regents, then flows to the UNLV President, and then to the various governance bodies on the UNLV Campus:

## NSHE Board of Regents

- UNLV President
  - Executive Vice President/Provost
    - Vice Presidents & Vice Provosts
  - Faculty Senate & Executive Committee
    - **Curriculum & Academic Policy Committees**
      - Academic Standards
      - Admissions
      - General Education
      - Priority & New Program Review
      - Program Review
      - Undergraduate Curriculum
      - Intercollegiate Athletic Council
      - Graduate College Committee
    - **University Governance Committees**
      - **Administrative Faculty**
      - Academic Freedom & Ethics
      - Campus & Fiscal Affairs
      - University Bylaws
      - Top Tier Committees
    - **Personnel & Development Committees**
      - Grievance
      - Tenure & Promotion
      - Sabbatical & Faculty Development
      - Special Hearing
  - Classified Staff Council
  - Consolidated Students of UNLV (CSUN)
  - Graduate Professional Student Association (GPSA)
    - Graduate Council

## **FACULTY SENATE EXECUTIVE COMMITTEE**

The Executive Committee of the Faculty Senate is the governing body of the Faculty Senate. They meet regularly a week prior to Senate meetings to create the agenda for the meeting. They also meet regularly with the president and the provost to discuss issues of immediate concern, to receive updates about current activities, and to both provide advice and seek advice.

## **SENIOR SENATORS**

The Faculty Senate Constitution stipulates that each unit shall have one senator designated as the Senior Senator. The Senior Senator is defined as the person with the least time remaining in a current three-year term, or the person with most seniority.

## **POLICY DEVELOPMENT**

Policy development on the UNLV campus is a measured and deliberative process. Proposed policies must undergo thorough vetting by the Faculty Senate, its standing policy committee, and the entire faculty community. Every faculty member, whether a member of the Faculty Senate or not, has an opportunity to [comment directly on proposed policies](#) before they are moved forward for vote.

## **GET INVOLVED**

Service on Faculty Senate committees is both an honor and a serious responsibility for a UNLV faculty member, as these committees' decisions impact curriculum, academic policy, personnel and careers, student achievement, innovation, and advancement.

All faculty are encouraged to become involved in unit-level shared governance initiatives and render service to the Faculty Senate and its [standing committees](#).

## **APPENDIX B: RESOURCES**

### **HELPFUL LINKS**

1. [Administrative Faculty Committee](#)
2. [Administrative Faculty Listserv List](#)
3. [AFC Bylaws](#)
4. [Faculty Senate](#)
5. [Faculty Senate Bylaws](#)
6. [Faculty Senate Constitution](#)
7. [UNLV Bylaws](#)
8. [Faculty Senate Committees](#)
9. [Human Resources](#)
10. [NSHE Handbook "NSHE Code"](#)

**OTHER HELPFUL DOCUMENTS**

1. [Robert's Rules of Order \(abridged version\)](#)
2. [Ranking Chart for Administrative Faculty of the Year Award](#)