



ORGANIZATIONAL UNIT PROPOSAL FORM

DIRECTIONS: *Use this form when proposing a new organizational unit, center, institute, department, school, or college.*

DATE OF REQUEST: 3/1/2016

Date of AAC Approval:

March 2, 2016

INSTITUTION: UNLV

NAME OF PROPOSED UNIT: Resort, Gaming and Golf Management Department, Food & Beverage and Event Management Department, Hospitality Management Department

Date of Board Approval:

DATE OF IMPLEMENTATION: 7/1/2016

PART 1

A. Action requested

The William F. Harrah College of Hotel Administration requests approval of three new departments: Resort, Gaming, and Golf Management; Food & Beverage and Event Management; and Hospitality Management.

B. Brief description and purpose of proposed unit

Establishment of departments will return the College of Hotel Administration to a model of shared governance and provide a sustainable distribution of administrative responsibility and authority to lead the college in its growth and evolution. The faculty and administration of the college agree that establishment of departments is necessary to accomplish the college's goal to "improve the operational and organizational effectiveness of the college." In particular, the college's plans for growth will require more administrative support of academics, which will be accomplished by distributing most of the administrative responsibility and accountability for academic affairs to the three department chairs under the supervision of the Dean.

The department structure will enhance support for academics by affording students more efficient access to administration, enhancing administrative supervision of academics, facilitating curriculum development by department faculty committees, and distributing responsibility for promoting and assessing performance toward the college's and university's Retention, Progression, and Completion goals. The department structure will significantly increase faculty participation and leadership development consistent with UNLV's Top Tier initiative by establishing several department faculty committees and elected department chairs.

Each department will be responsible for its assigned undergraduate courses, supervision of faculty, mentoring new faculty, annual evaluation of faculty, curriculum and program development and

review, independent studies, supervision of student achievement, and assessment of UNLV's goals pertaining to retention, progression, and completion.

The management and administration of the college and of matters affecting all faculty equally will remain with the Dean and Associate Dean, with input and participation of department chairs when appropriate. These include advising, distribution of faculty development funds, supervision of management assistants, food and beverage operations, workload distribution and releases, college budget and finances, fundraising, internships, advising, career services, graduate programs, and alumni relations. Department chairs will be responsible for scheduling undergraduate courses and will meet regularly with the Associate Dean, Director of Advising, and Director of Enrollment Management to ensure that the department schedules accommodate the program needs of students in all concentrations and create no impediments to student progression and completion. Graduate courses will remain under the supervision of the Associate Dean for Research and Graduate Studies and will be scheduled in cooperation with the department chairs. Administrative assistants will continue to report to the Associate Dean for Academic Affairs, who will allocate a portion of their time and responsibilities to the department chairs.

C. Outline plans for the success of the proposed unit

The college faculty will continue its work to distribute faculty members and courses among the three departments. Each department's faculty will then meet to elect a chair and, with the assistance of the college bylaws committee and the university bylaws committee, to develop their department bylaws. The first bylaws will establish department committees for curriculum, promotion & tenure, and annual faculty evaluations. The college bylaws committee will concurrently propose the amendments to the college bylaws necessary to accommodate the new structure.

Department chairs will implement and supervise the teaching aspects of the college's academic mission, including teaching assignments, curriculum review, course management, and promoting student retention, progression, and completion, in addition to other administrative duties. Input from department chairs will ensure that course scheduling does not create impediments to student progression and completion. Department chairs will actively foster research collaboration among the department faculty and will establish industry outreach programs and events to better connect the faculty to the hospitality industry.

Department promotion and tenure committees and department chairs will be required to apply and enforce the promotion and tenure standards established by the college faculty. Department chairs will be responsible for recruiting part-time instructors and will participate in recruiting and screening of applicants for full time faculty positions. Department chairs will be evaluated annually by both the department faculty and the Dean and will serve at the pleasure of the Dean.

PART II

A. Mission statement

Develop students into leaders of the hospitality industry, contribute to the advancement of the profession and provide service to the community by having an outstanding faculty, challenging curriculum, innovative research, supportive culture and wide range of professional experiences; all in the context of one of the most exciting cities in the world.

B. Goals and objectives

i. Teaching

Goal 1: Help students learn and grow through rigorous academics, relevant professional experiences and engaging social interactions.

- Goal 2: Support and enhance faculty development, collaboration and performance.
- Goal 5: Enhance and expand facilities, resources and amenities to maintain a highly professional learning environment.
- Goal 6: Establish a strong and sustainable financial structure to ensure stability and long-term success.
- Goal 7: Improve the organizational and operational effectiveness of the College.

ii. Research

Goal 3: Significantly increase resources to support and reward research, teaching and service.

iii. Service

Goal 4: Develop strong relationships and improve communications with the alumni, industry, stakeholders and community.

C. Major participants or collaborators

i. Internal to campus

The department chairs will report to the Dean.

ii. External to campus

NA

D. Evidence of contact within and between affected academic units

The department chairs will sit on the Dean's Advisory Council and will meet twice monthly to discuss and resolve any academic issues and ensure the fair and equitable treatment of all members of the college. The chairs will be responsible for bringing faculty issues and concerns to the Dean's Advisory Council and for disseminating information to the department faculty.

E. Proposed physical location

The departments will reside in Beam Hall until completion of the College's new building.

F. Proposed organizational structure (include organizational structure within the campus)

Please see the attached proposed organizational chart.

G. Activities to be sponsored (e.g. courses, seminars, research, and outreach) – indicate if courses or seminars will be offered through the proposed unit. Please specify if they will be offered for academic credit and applicable to a degree program. Give estimated enrollment.

Each department will sponsor a portion of the credit courses presently required in the B.S. in Hospitality Administration. The departments will also promote research collaboration among the department faculty and provide for enhanced offerings of special topic courses and independent studies. The departments will also be responsible for review and development of the curriculum consistent with the college's growth and will support proposals for new academic concentrations and degree programs.

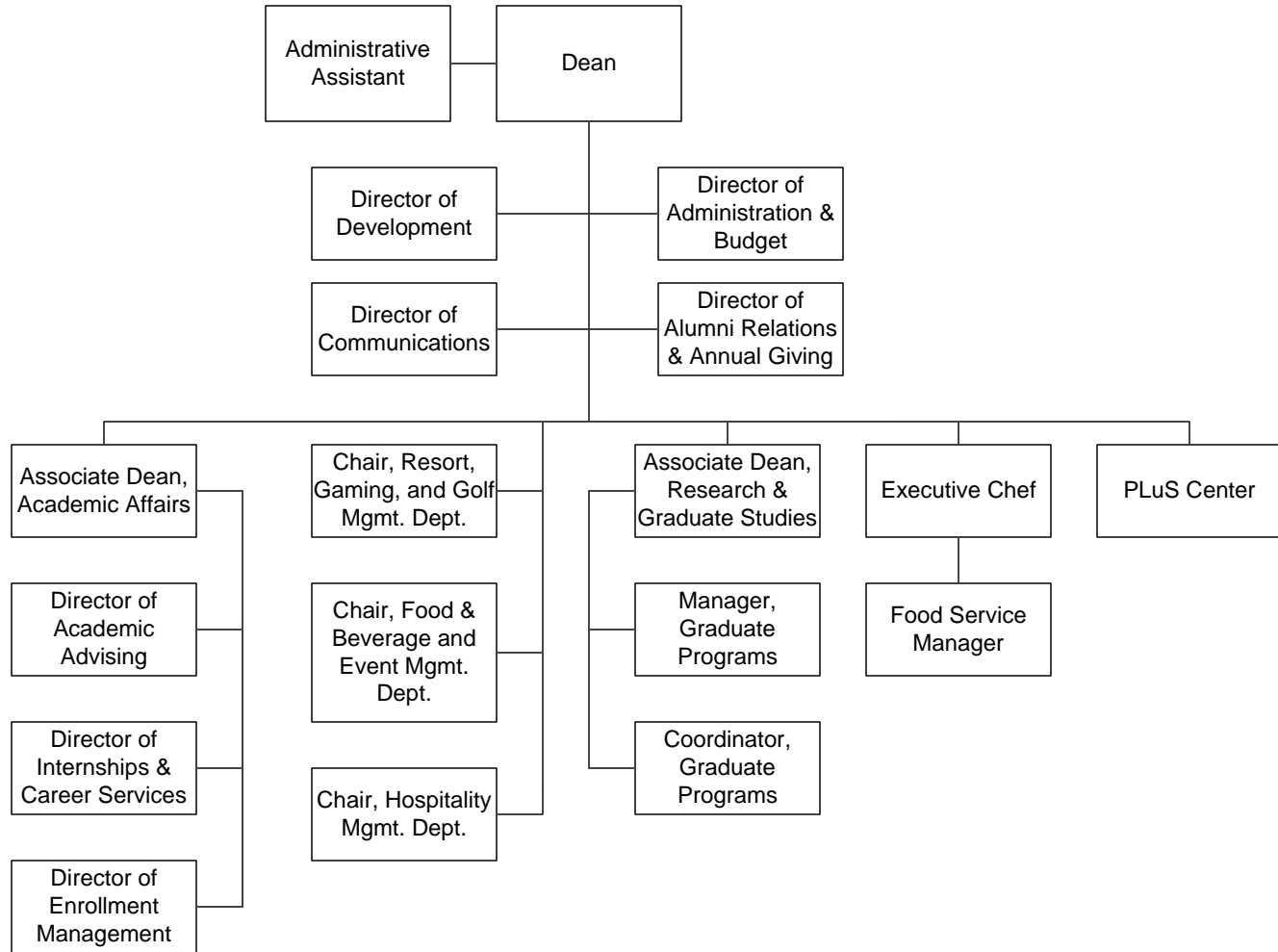
H. Resource Analysis – source of funds necessary for the proposed change (enrollment-generated state funds, reallocation of existing funds, grants, other state funds)

No additional funding is necessary.

I. Projected Budget – identify portions of costs which will require state resources, grants, gifts and/or contracts

NA

William F. Harrah College of Hotel Administration



UNIVERSITY OF NEVADA, LAS VEGAS

December 15, 2015

NSHE Board of Regents
4300 S. Maryland Parkway
Las Vegas, NV 89119

Attention: Chairman Rick Trachok

Dear Chairman Trachok,

Please find attached the Organizational Unit Proposal Form for the formation of three departments in the William F. Harrah College of Hotel Administration.

For the last six months, faculty within the college have debated, discussed, provided input and articulated ways that the college could both better meet the needs of our students and provide more shared governance. The end result of these discussions was the plan to create three departments within the hotel college.

On Friday, December 11, 2015, faculty voted on the formation of three departments. The results are as follows:

- 39 in favor
- 3 against
- 2 did not vote

This vote illustrates support for departments within the college.

As the Dean, I fully support the formation of three departments. I am particularly in favor of Section B of the Organizational Unit Proposal Form. This section states that "The management and administration of the college and of matters affecting all faculty equally will remain with the Dean and Associate Dean, with input and participation of department chairs when appropriate. These include course scheduling, advising, distribution of faculty development funds, supervision of Management Assistants, food and beverage operations, workload distribution and releases, college budget and finances, fundraising, internships, advising, career services, graduate programs, and alumni relations."

Part II, Sections H and I ask about resources for the departments. We believe that the addition of three departments will have no financial impact on the college, as the college will replace one "A" Contract Assistant Dean line.

In summary I fully support the Organizational Unit Proposal Form.

Sincerely,



Stowe Shoemaker, PhD
Dean, William F. Harrah College of Hotel Administration

Enclosure