

Department of Economics
By-Laws
Approved on April 17, 2015

I. General Policy Making Powers

All policy making powers not specifically delegated by the voting membership of the Department reside with the membership sitting as a committee as a whole.

A. The Voting Membership of the Department

Voting members of the department include the following: all persons who hold a full-time tenure stream academic appointments in the Department of Economics with the titles Instructor, Assistant Professor, Research Associate Professors, Research Professors, and part-time faculty, who are in the tenure stream; and full-time appointment stream Lectures/ Lecturers I, Lecturers II, and Senior Lecturers.

B. Necessity of a Quorum

1. Definition of a Quorum

A quorum consists of a majority of the voting membership of the Department.

2. No vote will be taken at any meeting at which a quorum is not present.

C. Voting

1. Any member who cannot be present when a vote is taken at a meeting may secure an absentee ballot from the Chair.

2. On all issues except amendments to the By-Laws, a majority of the votes cast decides the issue.

3. Adoption of an amendment to the By-Laws requires a majority of the voting membership of the Department.

4. In department votes for promotion to associate professor with tenure, an affirmative departmental recommendation requires a substantial majority of the departments' tenured faculty members vote in the affirmative. To initiate a formal review of a candidate for tenure and/or promotion, the department may prepare to hold to meetings.

II. Chairperson

A. Functions

The Chairperson acts as the Chief Executive Officer of the Department. The Chairperson is responsible for the execution of the policy directives of the Department and for administration of the Department's business. The Chair may delegate to others such powers as are necessary to effectively carry out the directives of the Department. The Chairperson is to preside at all meetings of the full Department.

B. Selection

When the Chairmanship becomes vacant, or when the end of the incumbent's term approaches, a Selection Committee will be formed. Faculty in each rank, Assistant, Associate, and Full Professor will elect two members of their rank to serve on this Committee. The Department Chairperson will then select one of the elected members to lead the Committee.

The Committee will solicit nominations for the position of Department Chair from faculty, graduate students, and staff. Suggestions may include a recommendation to hire an outsider – either a specific individual or a general recommendation.

After collecting nominations, the Selection Committee will approach potential nominees to ascertain their willingness to serve, if elected. The Selection Committee will then convene an open meeting to which all faculty members, graduate students, and members of the staff are invited. The Committee will report both on those nominees who have agreed to be candidates and on the sentiment, if any, regarding the selection of someone outside the present faculty roster. It will then open the floor to elicit opinions concerning important issues that the incoming Chair will face.

The Selection Committee will establish a campaign period. During this period it will schedule a meeting open to all faculty, graduate students, and staff at which each candidate will make a presentation and respond to questions from the audience.

At the end of the campaign period, the Selection Committee will distribute ballots to members of the voting faculty. The Committee will count the ballots and announce the results. If no candidate receives a majority on the first ballot, the Selection Committee will conduct a runoff election among the two highest vote-getters. The Committee will then report the election outcome to the Department and submit a written report to the Dean of the Kenneth P. Dietrich School of Arts and Sciences.

III. Standing Committees

There shall be three standing committees: A Planning and Budget Committee; A Graduate Committee and an Undergraduate Committee.

The Planning and Budgeting Committee advises the Chair on matters of budgeting and fiscal policy. Consistent with the Planning and Budgeting System of the University, the Chair has the final responsibility and authority to prepare proposed plans and budgets and to forward them to the appropriate University officials. The Planning and Budgeting Committee consists of the Chair, the Department Administrator (who also serves as a representative of the staff), a graduate student representative (elected each September), and at least one faculty representative. Faculty representatives are nominated for appointment by the Chair, and elected by the faculty.

The Graduate Committee is to be chaired by the Director of Graduate Studies. The Department Chairperson is to appoint other members who, in judgment of the Department Chair are necessary to maintain effective functioning of this committee. The Graduate Committee is responsible for overseeing implementation of the curriculum and policies adopted by the Department that govern the Graduate Program of the Department. It is also responsible for selecting candidates for admission to the Graduate Program and for overseeing the placement of students who have successfully completed their course of studies. The Graduate Committee will report annually to the Department on the functioning of the Graduate Program and present any recommendations for changes in curriculum and policies that they believe will improve the functioning of the Graduate Program.

The Undergraduate Committee is to be chaired by the Associate Chair for Undergraduate Studies. The Department Chairperson is to appoint other members, who in the judgment of the Department Chair are necessary to maintain effective functioning of the committee. The Undergraduate Committee is responsible for overseeing the implementation of the curriculum and policies adopted by the Department that govern the Undergraduate Program of the Department. The Undergraduate Committee will report annually to the Department on the functioning of the Undergraduate Program and present any recommendations for changes in curriculum and policies that they believe will improve the function of the Undergraduate Program.

Regarding changes to the curriculum, once each semester, the Undergraduate Committee is to meet for the purpose of reviewing new undergraduate course proposals for the Department. Faculty proposing new courses should submit a course description, a sample syllabus, and a rationale for adding the course to the departmental curriculum to the Associate Chair for Undergraduate Studies by the end of August (for the

fall meeting) or February (for the spring meeting). The Associate Chair will review these proposals in advance and request additions or clarifications as needed. Proposals will be evaluated on their academic rigor and their contribution to the curriculum. To be approved, courses should have appropriate levels and amounts of reading and writing; clear assignments, grading standards, and policies; clear statements on academic integrity and on students requesting accommodation for disabilities. Proposals should also demonstrate that they fill, on an ongoing basis, a need in the departmental curriculum (i.e., they are not “topics” courses) and that they do not significantly overlap with existing courses. The Committee will discuss and vote on all proposals; a proposal must win a majority of Committee members’ votes to be approved. Any course that is not approved will be returned to the sponsoring faculty member with a memo explaining the reasons for the decision and suggesting revisions where appropriate.

Other Committees

The Department Chair may create any other committee that is required by university regulations and/or, in the opinion of the Chairperson, are necessary to carry out the business of the Department.

IV. Meetings

A. Annual Meetings

A general meeting for all faculty members will be held in September of each year. At that meeting the standing committees will make their reports and motions for changes in the curriculum and policies governing the Graduate and Undergraduate Programs will be heard and voted upon. The Chair will also present a report on the non-salary elements of the budget and the policies in place that govern those elements. Motions to change those policies will be heard and voted upon.

A general meeting of all faculty members will be held in April of each year. At this meeting the Department Chairperson will present a proposed five-year development plan for the Department and recommendations for faculty recruiting for the next academic year that would be consistent with the plan. The development plan shall, among other considerations, take explicit account of the faulty staffing requirements entailed by our undergraduate and graduate curricula and requirements envisioned in the plan. The presentation of the development plan shall explicitly identify and account for non-salary budgetary implications of the recommendations therein. After discussion of the development plan and proposed recruitment recommendations for the next academic year, the Department will consider any amendments to these plans and take formal votes on all proposed amendments. The plan and recommendations, as amended, that wins majority approval will be adopted as the Department’s curricula plan and recruitment request for the next academic year.

V. Faculty Processes and Actions

All faculty processes and actions will be taken in accordance with the applicable University requirements and procedures and those of the Dietrich School. In particular, the Department will fulfill the requirements of (a) the University's nondiscrimination and affirmative action policies, (b) its Academic Integrity Code, and (c) the tenure and appointment processes of the University and of the Dietrich School. The Chairperson will be responsible for the Department's adherence to all stipulated requirements. The Chairperson shall appoint whatever *ad hoc* committees are advisable or required to ensure that all procedures and actions affecting faculty are accomplished in a manner consistent with the forgoing requirements.

VI. Records

Minutes of all regular departmental meetings will be taken, maintained, and made accessible to all faculty members.