

DEPARTMENT OF ECONOMICS BY-LAWS

Revision adopted on September 30, 2022

SECTION 1 - THE FACULTY

- (a) The Faculty of the Department shall consist of the tenured and tenure-track professors, non-tenured specialized faculty members, affiliated faculty members from other units with zero percentage appointments in the Department, and emeriti professors. The non-tenured specialized faculty members include research professors, clinical professors, teaching professors, senior lecturers, lecturers, senior instructors, and instructors. Specialized faculty members also include visiting faculty members.
- (b) Tenured and tenure-track professors shall have voting privileges for all matters requiring a faculty vote, except for those matters that involve hiring or promoting a tenured faculty member to a higher rank than their own rank, and except for any other personnel decision concerning a tenured faculty member at a higher rank than their own rank.
- (c) Teaching professors, clinical professors, and research professors shall have voting privileges on promoting other professors within their title category at a lower rank than their own rank. Teaching professors and clinical professors with primary teaching responsibilities at the rank of associate or full shall have voting privileges on the promotions of lecturers or instructors to the rank of assistant teaching professor or senior lecturer. Teaching professors, clinical professors with primary teaching responsibilities, and lecturers shall have voting privileges for matters requiring a vote of the Faculty that involve the undergraduate programs.
- (d) Tenured and tenure-track faculty members with less than a 25 percent appointment in the Department shall not have voting privileges on any matter. Instructors, visiting faculty members, affiliated faculty members, and emeriti professors shall not have voting privileges on any matter. The Head may solicit the views of these non-voting faculty members on any issue.
- (e) The Faculty has a natural interest in the governance and academic programs of the Department. As such, the Head is encouraged to consult faculty members, individually or in groups, about any matter of importance to the Department and its academic programs.

SECTION 2: DEPARTMENT HEAD AND OFFICERS

- (a) The Department shall be organized with a Head as the executive officer. The Head shall have those powers and duties provided by the University Statutes and such other powers and duties granted by these Bylaws. The Head is responsible for the governance of the Department and its academic programs. Among these duties and responsibilities, the Head has specific duties and responsibilities to
- i. Appoint and define the assignments of the Associate Head, the Directors of the undergraduate and graduate programs, and any other officer of the Department, and determine their compensation for such assignments.
 - ii. Hold the annual election for the members of the Advisory Committee and the Appeals Committee
 - iii. Appoint the members of the standing committees as needed, and the members of any ad hoc committees created for specific assignments.
 - iv. Call meetings of the Department, the Faculty, and the Advisory Committee.
 - v. Communicate recommendations of the Department to the Dean of the College.
 - vi. Evaluate the performance of faculty members and academic professional staff members.
 - vii. Maintain a record of the Department policies and procedures, and provide an annual report to the Faculty about the state of the Department.
- (b) Associate Head: The Associate Head assists in the general administration of the Department. The Head would assign specific responsibilities to the Associate Head.
- (c) Directors of the Academic Programs: The Program Directors shall administer their programs, assist with course scheduling, propose curriculum improvements, and supervise student advising. In consultation with the Head, the Program Directors are responsible for managing the staff assigned to their program.
- (d) Associate Directors of the Academic Programs: In consultation with the Program Director, the Head may appoint an Associate Director for the Undergraduate, MSPE, and Ph.D. Programs. Each Program Director would assign specific responsibilities to the Associate Director.
- (e) Department Diversity, Equity, and Inclusion (DEI) and Climate Officer(s): No more than three Officers will be appointed by the Head, in consultation with the

Advisory Committee, from the group of faculty eligible for election to the Advisory Committee. The DEI and Climate Officer(s) shall undertake activities to evaluate and assess the department's climate, foster a diverse, equitable, inclusive, welcoming and supportive place to work and study, promote departmental well-being, and lead discussion among faculty, staff, and students on these issues. The Officer(s) will advise the Department Head on an ad hoc basis on specific issues pertaining to diversity, equity, inclusion, and departmental climate.

- (f) Ad Hoc Directors: The Head may appoint and compensate faculty members to handle specific assignments that are best handled by one person rather than a committee.
- (g) Officer Council: The Head shall be the Chair of the Officer Council composed of the Head, Associate Head, Program Directors, and the FSRDC Executive Director. The Head can convene a meeting of the Officer Council at any time to discuss and decide the issues that arise in the administration of the Department and its programs. The Head may also invite the Associate Directors or other relevant faculty members to these meetings.
- (h) Term for Officers: The Head appoints the Officers for one-year terms and may renew or remove them each year.

SECTION 3 - COMMITTEES

- (a) The Department shall have two standing committees with members elected each year by the Faculty and Staff.
 - i. The Advisory Committee is elected by the Faculty and Staff to advise and assist the Head in the governance of the Department and any important matter of interest to the Department. Subject to confidentiality restrictions, the Head should consult the Advisory Committee on major issues such as strategic planning, faculty recruiting, major revisions of the academic programs, the Departmental budget, and the membership and assignments of other committees. Subject to confidentiality restrictions, the Head should inform the relevant faculty title categories and ranks about issues discussed by the Advisory Committee. Section 4 provides the procedures for electing the Advisory Committee and for its meetings.
 - ii. The Appeals Committee is elected by the Faculty and Staff to advise and assist the Head in dealing with appeals and complaints from faculty, academic professionals, and students. Section 5 provides the procedures for electing the Appeals Committee and for its meetings.

- (b) In consultation with the Advisory Committee, the Head shall decide on the size of the standing committees, appoint their members for a term of one year or more, and select committee chairs. The chair of each committee is responsible for organizing the work of the committee and representing the committee views and decisions. In general, these committees should have a minimum of three members.
- i. Promotion and Tenure Committees: A Promotion and Tenure Committee shall be appointed for each faculty candidate, following a request by the candidate to be considered for promotion. The P&T Committee shall consist of at least three members having a rank higher than the rank of the candidate. If consideration for promotion is optional, the Committee advises the Head on whether the Department should proceed with the promotion. For optional or required promotion cases, the Committee prepares reports on the research, teaching, and service of the candidate in preparation for a vote of the appropriate faculty members and assists the Head in submission of the P&T dossier to the University.
 - ii. Faculty Recruiting Committees: Based on the search authorizations from the Dean of the College, one or more Faculty Recruiting Committees can be appointed by the Head and assigned different recruiting tasks. Each committee shall have no fewer than three members. Section 6 provides the duties for the Faculty Recruiting Committees.
 - iii. Faculty Development and Review Committee: The Faculty Development and Review Committee shall assist the Head in faculty development, including salary recommendations, and other personnel issues, as requested by the Head.
 - iv. Third Year Review Committees: The Committee shall prepare a report on the research, teaching, and service of the candidate, and provide that report to the Head. The Head should then provide that report to the tenured faculty and solicit their comments, individually or at a meeting, before making a recommendation for renewal to the College.
 - v. Awards Committee: An Awards Committee shall be appointed each year to review candidates and select the winners for the various awards and prizes that have been created for students, faculty, staff, or alumni. The Committee shall also actively search for award opportunities, including opportunities outside the University. The Committee may create subcommittees for specific awards.

- vi. Ph.D. Admissions: The Ph.D. Admission Committee shall assist the Director of the Ph.D. Program in reviewing applicants for admission into the doctoral Program.
 - vii. MSPE Admissions: The MSPE Admissions Committee shall assist the Director of the MSPE Program in reviewing applicants for admission into the MSPE Program.
- (c) In consultation with the Advisory Committee, the Head may appoint other ad hoc committees, each having a specific assignment and limited duration. The duration of an ad hoc committee could be defined in terms of months, semesters, or academic years, or it could be defined in terms of completing the assignment or a report. In consultation with the Advisory Committee, the Head may terminate an ad hoc committee if the committee has completed its assignment, or if it becomes clear that the committee is unlikely to complete its assignment.
 - (d) The Head may serve on any committee except for the Advisory Committee, the Appeals Committee, and any Faculty Recruiting Committee.
 - (e) Vacancies: Any vacancy that occurs in a committee position shall be promptly filled. Positions on the Advisory Committee and Appeals Committee are refilled by election according to Sections 4(b) and 5(b). All other committee vacancies shall be filled by appointment by the Head with the advice of the Advisory Committee.
 - (f) Record-keeping and Reporting: The chair of each committee shall be responsible for keeping a record of the issues discussed at committee meetings and the decisions of the committee. The chair of each committee shall also be responsible for any statements or reports by the committee. Subject to the University rules and regulations for confidentiality, the Head should make these statements or reports available to appropriate members of the Department.
 - (g) Attendance at Meetings: Any committee, including the elected committees, may invite other members of the Department to attend a meeting in order to provide information or advice to the committee about a particular issue under consideration. These invitees would not have a vote on the matters considered at the meeting. The chair of the committee is responsible for extending such invitations.
 - (h) Removal of Committee Members: Upon request by the chair of any non-elected committee, the Head may remove a committee member if they are not contributing to the work of the committee. The Head would then appoint a new committee member under Section (e) above.

SECTION 4 - THE ADVISORY COMMITTEE

- (a) The Advisory Committee shall consist of 4 tenured faculty members at the rank of full or associate professor, 2 tenure-track assistant professors, and 2 specialized faculty members at any rank within the title categories of teaching, clinical, or research professor, or senior lecturer. The Head and the Advisory Committee are encouraged to invite staff members to their meetings when the expertise of these staff members is needed. Members of the Advisory Committee must have no less than a 25 percent appointment in the Department, and cannot be on sabbatical or leave without pay. Members can be reelected. Faculty can remove themselves from consideration for reelection the year after completing a term.
- (b) Every member of the three separate groups in (a) will be considered a candidate for election to the Advisory Committee unless they provide the Head with a compelling reason why they are unable to serve. The elections are then done by approval voting within each group over the candidates in that group. Every member of the group can vote for more than one candidate and the candidates with a plurality of the votes are elected. All ties are resolved by a coin toss, which also applies if an insufficient number of candidates receives a strictly positive number of votes.
- (c) The Head shall call meetings of the Advisory Committee at least twice each semester at convenient days and times for the members. The members of the Committee may initiate additional meetings, not earlier than three weeks after the last meeting, by a written or emailed request to the Head supported by a majority of the members of the Committee. If the Head does not call a meeting as requested, a written notice from these members announcing the time and place of the meeting, sent to each Committee member at least five working days before the meeting, will be sufficient to convene a meeting of the Committee. If the Head does not attend this special meeting, the representative of the majority members should provide a report to the Head concerning the advice or recommendations from the Committee discussion at the meeting.

SECTION 5: THE APPEALS COMMITTEE

- (a) The Appeals Committee shall consist of 2 tenured faculty members at the rank of full or associate professors, 1 tenure-track assistant professor, 1 specialized faculty members at any rank within the title categories of teaching, clinical, research professor, or senior lecturer, and 1 academic professional staff member. Members of the Appeals Committee must have no less than a 25 percent

appointment in the Department, and cannot be on sabbatical or leave without pay. Members can be reelected. Faculty and Staff can remove themselves from consideration for reelection the year after completing a term.

- (b) Selection of candidates and elections proceed as in Section 4(b).
- (c) The Appeals Committee shall consider complaints or appeals from faculty, academic professionals, graduate, and undergraduate students. Cases of sexual harassment or discrimination that are handled under defined campus policies shall not be considered by the committee. The recommendation of the committee shall be forwarded to the Head, and the Head shall reference the committee's recommendation when communicating any decision to the individual(s) who filed the complaint or appeal.
- (d) If a committee member has a conflict of interest for a case, or otherwise views their participation as inappropriate, they should recuse themselves from the meetings and discussions about the case, and any recommendation from the committee. If more than two members recuse themselves from a case, the Head may temporarily, in consultation with the Advisory Committee, appoint another faculty member to join the remaining members of the committee so that at least three members consider the case
- (e) The Appeals Committee should not consider any complaint for which the University has a proscribed procedure that does not require a Departmental Appeals Committee. The Head should then follow that University procedure.

SECTION 6 - FACULTY RECRUITING COMMITTEE:

The duties of the Faculty Recruiting Committees are as follows: The Committee shall recommend in a timely fashion suitable candidates when available for any vacancy, indicating order of preference if desired. The Committees should assist the Head in preparing reports on the candidates. In the case of an offer with tenure, each candidate's dossier shall be made available one week before the meeting of the faculty members who are eligible to vote on tenure as defined in Section 1. To increase transparency in the recruiting process, relevant, non-confidential parts of the report that the department provides to LAS to justify its recruiting choices shall be shared with the Faculty.

SECTION 7 – FACULTY AND STAFF MEETINGS

- (a) The Faculty and Staff of the department shall meet at least once each semester. Any votes taken at these meetings shall be advisory to the Head. There may be meetings or portions of meetings that will be open only to the Faculty at the request of the Head or the majority of the Advisory Committee.
- (b) The Presiding Officer at meetings of the Faculty shall be the Head or, in his or her absence, the designee of the Head or, in their absence, an individual selected by the voting faculty at the meeting, except as provided by Article IV, Section 4 of the University Statutes.
- (c) The voting members of the Faculty may initiate additional meetings by a request to the Head supported by at least a majority of the voting members of the tenured and tenure-track Faculty. If the Head denies the request to call a special meeting, the majority members can select a representative to call the meeting, and that representative should send the announcement and agenda to the Faculty five working days before the meeting.
- (d) When passing motions, Robert's Rules of Order will be followed. A quorum shall be a number equal to 50 percent of the voting faculty not on sabbatical or leave of absence without pay.
- (e) All tenure appointments and internal promotions to the rank of associate or full professor shall be presented for vote by secret ballot at a meeting of the faculty members that are eligible to vote according to Section 1. These meetings should be held between the first and last days of the fall or spring semesters, unless a majority of the faculty members that are eligible to vote on the particular appointment or promotion agree to waive this requirement. A quorum for a promotion appointment shall be a number equal to 50 percent of those faculty not on sabbatical or leave of absence without pay that are eligible to vote according to Section 1. Absentee ballots placed prior to the meeting are permitted but shall not count toward the quorum.
- (f) Agendas for the faculty and staff meetings shall be distributed by the Head to all faculty and staff members at least three working days prior to the meeting. Items placed on the agenda shall include those submitted by the Head of the Department and those submitted by any member of the Faculty if the item has been presented to the Head of the Department prior to the deadline for the agenda. Matters not included in the agenda may be discussed with the concurrence of at least half of the members present and eligible to vote.
- (g) Abbreviated minutes shall be distributed to the Faculty in a timely fashion. The minutes must record the result of all the votes that are taken.

SECTION 8 - AMENDMENTS

Any member of the voting faculty may propose an amendment to these by-laws. Proposed amendments must be placed on the agenda of a regular or special faculty meeting provided a notice of the proposed amendment is emailed or sent to the office of each member of the voting faculty 30 days prior to the date on which the meeting is scheduled. For approval, amendments require that a quorum is present and require the approval of two-thirds of those voting faculty present and voting.