

**Department of Economics  
University of Kansas  
By-laws**

**Department Structure, Policies, Procedures, and Guidelines**

**and**

**Faculty Evaluation Plan**

**With Preface Concerning  
University, College and Other Department Policies**

Revised  
**April 2014**

## **Department of Economics**

### **Department Structure, Policies, Procedures and Guidelines**

#### **Preface**

### **University, College and Other Department Policies and Procedures**

#### **University**

Many of the most important **University** rules and regulation can be found at the University Governance website: <http://www.ukans.edu/~unigov> . At this site you can find a link (<http://www.ukans.edu/~unigov/docum.html>) to University Code and Rules, which in turn will lead you to:

USRR – University Senate Rules and Regulations,

CODE – University Senate Code,

FSRR – Faculty Senate Rules and Regulations,

Index – Index for Code and Rules and Regulations,

as well as the faculty handbook and various grievance policies and procedures.

#### **College of Arts and Sciences**

Policies and Procedures of the **College of Arts and Sciences** can be found on a page of the College Website: <http://www.clas.ukans.edu/clas/Policies.html>.

#### **Department of Economics**

There are other documents, which contribute to the Department of Economics rules and regulations. These documents include the Ph.D. Program Guidelines and MA Program Guidelines, maintained by the Department's Graduate Policy Committee, and the Undergraduate Program Guidelines, maintained by the Undergraduate Policy Committee. If there are conflicts between this document and those documents then the rules and regulations stated in this document are to take precedence.

**Department of Economics  
University of Kansas**

**DEPARTMENT STRUCTURE,  
POLICIES, PROCEDURES, AND GUIDELINES**

# Department Structure, Polices, Procedures and Guidelines

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Department of Economics  
**DEPARTMENT STRUCTURE, POLICIES, PROCEDURES, AND GUIDELINES**

**I. Department Structure**

**A. Officers**

**1. Chair:**

Term of Appointment: unspecified.

Is responsible for administering the department, representing the Department to the College and University, and making any decision not assigned to some other person or committee.

**2. Associate Chair and Director of Graduate Programs:**

Term of Appointment: unspecified.

Is responsible for administering the graduate program. Acts as chair in the absence of the chair.

**B. Committees**

**1. Executive Committee: Elected**

Make-up: 1 Distinguished Professor, 1 Professor, 1 Associate, 1 Assistant, 1 Student, Chair (ex officio), Associate Chair (ex officio), Director of Undergraduate Studies (ex officio).

This committee meets whenever necessary. It is empowered to make decisions on any issues for which it deems that a departmental meeting is unnecessary or infeasible. When a departmental meeting is called, this committee sets out the options for consideration. Usually the committee will have prepared a motion on the agenda items.

**2. Promotions and Tenure:**

Make-up: All those in rank above the rank of the candidate for promotion.

*See Guidelines and Criteria for Promotion.*

**3. Graduate Programs Committee: Appointed**

Make-up: Director of Graduate Programs, M.A. Advisor, 5 faculty, 2 graduate students.

Considers issues relevant to the graduate program and makes recommendations to the Executive Committee or the Department.

**4. Undergraduate Program Committee: Appointed**

Make-up: Director of Undergraduate Programs, 5 faculty, 2 undergraduate students.

Considers issues relevant to the undergraduate program and makes recommendations to the Executive Committee or the Department. The faculty members serve as undergraduate major advisors.

**5. M.A. Admission/Policy Committee: Appointed**

Make-up: M.A. Advisor, Director of Graduate Programs, 2 faculty members, 1 graduate student. All members are chosen from the Graduate Program Committee.

Makes decisions on M.A. admissions. Makes recommendations regarding M.A. program policy.

**6. Ph.D. Admission/Policy Committee: Appointed**

Make-up: Director of Graduate Programs, 3 faculty members, 1 graduate student. All members are chosen from the Graduate Program Committee.

Makes decisions on Ph.D. admissions and financial aid. Makes recommendations regarding Ph.D. program policy.

**7. Grievance Committee: Appointed**

Make-up: 2 faculty, 1 student.

**8. Computer and Technology Committee: Appointed**

Make-up: 3 faculty, 1 student.

This committee formulates policy regarding use of computer and information technology in the department and makes decisions regarding the purchase of any equipment or software. The committee oversees development and maintenance of department information technology related initiatives including: the department Web page, the department network server, and the department administrative database; is responsible for managing department technology related sources for teaching; and manages the graduate student computer lab.

**9. Faculty Evaluation Committee: Elected**

Make-up: 4 faculty

The Faculty Evaluation Committee will have four elected members: one associate professor, one full professor, and two at large faculty members who can be associate or full professors. Members will be elected for two-year terms. A faculty member who serves on the committee will be again eligible for membership two years after the completion of service. If an elected member is not able to complete a two-year term because of a leave of absence, resignation, retirement or promotion, another faculty member will be elected to complete the

term. If there is not an available and eligible faculty member of a rank, then another at large associate or full professor faculty member will be elected instead. The duties of the Faculty Evaluation Committee are stated the *Faculty Evaluation Plan*.

#### **10. Colloquium Committee: Appointed**

Make-up: 3 faculty members. One faculty member will chair the committee.

The committee will administer the Department's external and internal seminar series for an academic year

Committee members are expected to entertain suggestions for external speakers from all faculty members. A faculty member who suggests a visiting speaker is expected to make, within the budget constraints imposed by the committee, all the itinerary and hospitality arrangements for that visitor.

The Committee is responsible for: administering the seminar series budget, deciding which speakers to invite, scheduling the speakers, and ensuring that, for each visiting speaker, the itinerary, arranged by the faculty member who proposed the visitor, is planned and executed so as to demonstrate the courtesy and hospitality of the Department.

Because seminar visits for an academic year are often arranged during the Spring of the previous year, the committee members will be appointed for terms of one and a half years, beginning in the January preceding the academic year for which they are responsible.

### **C. Student Representation**

#### **Student Representation on Department Committees**

Consistent with Article XIX of the *University Senate Code*, the number of student representatives on each policymaking committee will be 20% of the number of permanent faculty on the committee, rounded up to the nearest whole number. Students will have voting rights equal to their representation. Students will not vote on faculty hiring. Standing Department policy-making committees are the executive committee, the graduate program committee, the undergraduate program committee, and the computer committee. Each of these committees may make some decisions that involve the application of policy to particular individuals or to particular circumstances, and students will not vote on such issues. Ad hoc policy-making committees may be appointed from time to time and the same rule for student representation will apply. Student representatives on the undergraduate program committee will be undergraduate students. On the other standing committees, student representatives will be graduate students. The composition of student representation on ad hoc policy-making committees will be determined at the time the committee is constituted.

Although the grievance committee is not a policy-making committee, it will include one student representative.

#### **Student Representation at Department Meetings**

The number of student representatives at Department meetings will be equal to 20% of the number of faculty members who are eligible to vote on all matters, rounded to the nearest whole

number. If there are to be an even number of student representatives, then half of them will be graduate students and half will be undergraduate students; if there to be odd number of student representatives, then the number of graduate students will be one more than the number of undergraduate students. Students will have voting rights on policy issues equal to their representation in the meeting.

**Note:** During the 2006-07 academic year, the Provost's office conducted a review of KU policy regarding student involvement in hiring and P&T decisions. The policies of the Department of Economics were consistent with the Provost's Directive. However, the Provost asked all departments for an explicit statement of the role of students in faculty hiring and P&T. The resulting Department of Economics statement is below.

### **Department of Economics Plan for Student Involvement in Hiring and P&T Decisions**

The following statements were approved for inclusion in the Department of Economics By-laws by the Department of Economics on October 1, 2007.

#### **Student Representatives**

The graduate students will elect two students to represent them at departmental faculty meetings and on various graduate program committees. The elections will take place near the end of the Spring semester, and the term of duty begins August 1 will run for one year. The representatives will be expected to solicit the opinion of the other graduate students on questions and issues that arise in graduate program committee meetings and faculty meetings, including such topics as graduate course offerings, changes in the graduate programs, questions of departmental policy, faculty recruiting, and so forth. The representatives will be expected to report back to the graduate students on the discussions in these various meetings. The graduate student representatives will also be responsible for advising the Graduate Director on TA office assignments and communicating to the Graduate Director matters and issues of general concern to both M.A. and Ph.D. students.

There will be two undergraduate student representatives to the department. In the absence of an active Undergraduate Student Economics Organization, the undergraduate representatives will be appointed by the Director of Undergraduate Programs.

#### **Student Participation in Faculty Hiring Decisions**

The graduate student representatives will be responsible for gathering the opinions of graduate students concerning prospective faculty members who are invited for a campus interview and for communicating those opinions to the search committee. The representatives will work together with the search committee chair to arrange for meetings between students and prospective faculty members during the campus visits. After the campus visit the representatives will survey all graduate students concerning the candidate and report the results of that survey to the search committee chair. The representatives will also be prepared to present information about student opinions at the Department meeting at which discussion and voting about the candidates takes



place.

**Student Participation in Promotion and Tenure Decisions**

Students do not serve on the Department of Economics Promotion and Tenure Committee. Students are not to be involved in Promotion and Tenure decisions beyond their role in the normal evaluation of individual courses.

## **II. Policies, Procedures and Guidelines**

### **A. Faculty Appointments**

A Recruiting Committee, made up primarily of the Executive Committee, screens candidates and compiles a list to be interviewed at the AEA Placement meetings or at other appropriate places. These interviews are usually conducted by the chairman and associate chairman, are supplemented by the other faculty in attendance at the meetings. The interviewers select those to be brought to campus for further interviewing and a seminar presentation. Written evaluations of each candidate are solicited from all faculty and student representatives. The Executive Committee makes recommendations to the Department. A candidate must receive two-thirds of the votes cast by those attending the Department Meeting. If more candidates receive favorable votes than there are positions to be filled, the candidates will be ranked and offers extended in succession until the positions are filled. If the position involves the award of tenure or a rank above assistant professor then the Promotion and Tenure Committee meets immediately after the Departmental Meeting to render a decision.

### **B. Faculty Leaves Without Pay**

A leave without pay is officially granted by the Vice Chancellor for Academic Affairs, not the department. The department can only make recommendations. Departmental recommendations for a leave without pay are not granted automatically. Approval will depend on the perceived benefits the leave might have for the department, the number of leaves already approved, and the date of the request. Each request will be decided individually by the Executive Committee. The following guidelines will be followed. Recommendations will be readily granted if requested before April 1 and if the Chairperson expects that an appropriate schedule of course offerings can be properly staffed in the absence of the person requesting the leave. Leaves for research purposes, and those where a national or international agency is involved (e.g. Fulbright Fellowships), will normally take priority over leaves for teaching purposes. Unless the leave position is clearly non-academic, the department will not support a request that the leave not count towards tenure. In point of fact, this decision is made by the Vice Chancellor in consultation with University Counsel.

### **C. T.A. Appointments**

The Graduate Admissions Committee reviews the students' records, solicits information from faculty, and observes the T.A. classroom performances. On April 23, 2007 the Department approved, on a trial basis for the 2007-08 academic year, the use of a particular set of questions to be used by the Graduate Policy Committee in soliciting information from faculty members. That committee decides who will receive assistantships. Normally, no student is to receive aid beyond the fourth year. (See Ph.D. Program Guidelines for additional details.)

#### **D. Merit Salary Increases**

(Last Revised: November, 1997)

Merit salary recommendations in economics are primarily based on the results of the faculty performance evaluation. (See the *Faculty Evaluation Plan*.) Additional factors of market pressure and equity are also taken into account. Each Faculty Evaluation Committee member will submit a merit salary recommendation to the department chair. The department chair will take these into consideration and then make final department recommendations to the Dean of the College. The chair's recommendations are also conveyed to the individual faculty members and each has the opportunity to discuss the recommendation. Unfortunately, the College's deadline for receipts of the recommendations often precludes such discussion occurring before they are sent to the College. However, each faculty member has the opportunity to discuss the outcomes of the performance evaluation on which the salary recommendations are based.

**Market pressure.** Our continuing problem is to keep the salaries of recently hired people at least equal to those for emerging Ph.D.'s. This salary compression problem arises at other ranks also. The intangible factor of the individual's importance to the department, likelihood of leaving, and difficulty of replacing are also considered.

**Equity.** Occasionally, the cumulative effect of yearly decisions produce some salaries that seem far too low (and maybe sometimes too high) given that person's career record. When this is detected some adjustments are considered.

#### **E. Teaching Assignments**

Faculty preferences for courses and times are solicited. The Chairman uses this information and that on the department's needs, to set the schedule.

#### **F. Third Year Review**

See *Faculty Evaluation Plan: Appendix C. Guidelines and Criteria for Third Year Review*.

#### **G. Promotion and Tenure**

See *Faculty Evaluation Plan: Appendix B Guidelines and Criteria for Promotion*.

Department of Economics

#### **H. Guidelines for Promotion from Associate to Full Professor**

Promotion to Full Professor is a distinction that is earned by meritorious performance. The promotion acknowledges the accomplishments of an associate professor and indicates that he or she is a valuable member of the department and University, and a peer of full professors elsewhere. It is not a title that is granted just for putting in some number of years of service.

The Faculty Handbook and Academic Affairs guidelines state that promotion to full professor normally occurs five to six years after promotion to associate. There are guidelines as well for earlier promotion. The sense of recent College and University committees is that "very exceptional" persons could be recommended in the fourth year, exceptional ones in the fifth, and very good ones in the sixth. There are no precise definitions of these categories, but it seems that an exceptional case is one in which the completed record after four years was noticeably better than that expected for a candidate being considered in the sixth year.

### Criteria for Promotion to Full Professor

It is assumed that associate professors are engaged in research, teaching, and service. The exact composition of these tasks and outputs may vary from one person to another, but each person is expected to do all three. Moreover, while achievement in research is the single most important factor, promotion requires notable accomplishments in all areas.

RESEARCH: You must demonstrate persistent and productive research activity. You are expected to have an ongoing research program and to disseminate the results by participation in departmental seminars, presentations at professional meetings and conferences, and by publication. The preparation of reports for governmental or non-profit agencies, and consulting activities and reports, are meritorious, but substantially less so than refereed publications. The award of research grants is one measure of peer recognition, but it is more important that the project result in publications. You should be available and accessible to students and colleagues in order to foster their research.

The key points in the evaluation of research are the fact of publication and the quality of the work. Working papers are useful to demonstrate your continuing activity, but there must also be articles in print. A record of publication can take one of the following forms.

1. Publication of outstanding, path-breaking articles that are widely cited by others in publications in the top economic journals. The citations should obviously be favorable. Large numbers of citations criticizing your work are not evidence of its seminal nature.

2. Your research could result in regular publication of good articles in reputable journals (i.e. the top general economic journals or the better ones in your area of specialization). Publications in unrefereed books and journals, in-house journals, or journals outside economics, will not normally qualify as good articles.

At a minimum we expect four good articles in print by the end of the fifth year as an associate. This does not guarantee that we would vote for promotion, but it would be a case worthy of our serious consideration. If not promoted at the normal time, then eventual promotion would require the publication of two good articles every three years.

The substitutability of books for articles will be judged on an individual basis. Books on subjects outside economics will normally not be counted very heavily, while those in closely related fields would be. In some cases the distinction will be easy to make, in others it will be extremely difficult. For example, a Travel Guide to Spain would be unrelated, but a fine distinction might have to be made between A History of Labor Unions which seems related, and a Biography of Samuel Gompers, which appears more removed. In both cases the exact content would have much to do with the final decision.

3. Research records inferior to the above will require outstanding teaching and service records to compensate for the lack of publications. While we will consider such cases for promotion, a favorable vote is unrealistic in view of recent decisions by the College and University committees.

**TEACHING:** Your teaching must include more than the minimum of meeting two classes each semester. There are other duties that are essential to the teaching mission of the department, and each associate professor must participate in these. Moreover, the quality of your teaching, both in classes and in these other duties, is an important consideration.

We look for excellence in teaching at both the graduate and undergraduate levels. It would be unwise for you to make your undergraduate courses so obtuse, or poorly presented, as to suggest that you should be assigned only graduate courses. Evaluations of your teaching will be based on course surveys, peer observation, and informal feedback that comes to the attention of the chairman, graduate and undergraduate advisors.

It is expected that your teaching enhance the department's program. If you are unable or unwilling to teach specialty courses that are useful or desirable for the graduate or undergraduate programs, this will be viewed unfavorably.

Beyond the classroom performance, you are expected to engage in other teaching type activities. Perhaps most importantly this includes advising, and the supervision of dissertations and participation in intermediate dissertation presentations. Teaching is also taken to include assisting in making up and grading the MA and PHD exams, participating in oral comprehensive and final dissertation exams, and directing honors theses. Again here the quality of performance is considered.

SERVICE: You are expected to be an active colleague in the department, the college and university, and the discipline. You are expected to share in the work necessary to the smooth functioning of these organizations, especially the department. At times this may mean sacrificing your personal interests to the needs of the department.

The quality of your service is as important as its quantity. You should strive to show that your ability to serve is such that the chairman could count on you to perform any of a number of tasks that arise, and your colleagues could readily envision that you would be an acceptable, even desirable, chairman or associate chairman.

### Why Bother?

In our discussion of these guidelines the issue arose as to why one should be at all interested in being promoted to full professor. Moreover, we are concerned that any lack of motivation may lead to low morale and the possibility of people retiring while on-the-job. The following ideas might provide some incentive, or at least food for thought. In fact, we are hereby asking the Executive Committee to consider implementing some of these ideas.

The chief reward of promotion to full professor is intangible, being the recognition as a peer by your colleagues and faculty at other institution. Full professors, then, set the standards for the entire profession, not just their own institution, and decide who has accomplished enough to be accorded the rank. For some the reward of promotion is prestige.

At present, the tangible rewards that automatically accrue to someone promoted to full professor are not great, but they do exist.

The college intends to provide a supplement of \$2,000 to the base salary of anyone promoted to full professor. This is intended to be in addition to whatever merit salary increase the department grants the individual. Given the care with which the decision to promote is made, the fact of promotion would suggest that the department should give the individual an above average increase in that year, and perhaps for several years thereafter, reflecting the long term accomplishments that went into earning the promotion. We urge the Executive Committee to consider such a policy.

Other tangible advantages are not so easily quantified. Full professors are given priority in the assignment of courses, class times, and offices, and this could be extended to the assignment of teaching and research assistants, and in the provision of travel funds, supplies and equipment. Opportunities that arise on occasion, such as exchange programs, should be first made available to full professors. Again, we urge the Executive Committee to consider these possibilities.

Conversely, one who is not promoted at the normal time, after 5 or 6 years as an associate, or within 3 or 4 years thereafter, may face a less rewarding future. Salary increases should be well below average, and it is conceivable that your teaching load will be increased. The normal teaching load is based on the assumption that one is producing the normal amount of research and service. So where the latter activities are deficient, perhaps some offsetting activity can be arranged.

## **I. Grievance Procedures**

### Grievance Procedure

Pursuant to Article XIV of the University Senate Code and Articles V and VI of the University Senate Rules and Regulations of the University of Kansas, the Department of Economics establishes the following procedure for the hearing of grievances within the units. This procedure shall be the sole procedure available to unit members at the unit level. No person shall be subjected to discharge, suspension, discipline, harassment, or any form of discrimination for having utilized or having assisted others in the utilization of grievance procedures. A department Grievance Committee is hereby established for the specific purpose of hearing grievances. Information concerning the committee designated to hear grievances (hereinafter the "Committee") and the grievance procedure adopted by the unit shall be easily available to all persons employed in or using the services of the unit.

1. Because the Committee has the responsibility to hear grievances, it cannot function to develop evidence on behalf of either complainant or respondent. It is appropriate, however, for the Department of Economics, in its administrative capacity, to consider complaints prior to scheduling a grievance hearing, to interview parties, to secure documents, and to seek a conciliatory solution. If the problem is not solved in this fashion, the Chairman of the Department shall refer the complainant to the Committee, or, if appropriate, to the Judicial Board. If the complainant is referred to the Committee, the Department of Economics shall make available to the Committee that information which it has developed concerning the complaint. This shall not be construed, however, to deny the right of an individual to file a complaint directly with the Committee.
2. The Committee may establish procedures in addition to those listed in this document concerning the operation of the Committee's activities. The basic requirements of the grievance procedure is stated here, however, may not be altered by the Committee's procedures. All procedures shall ensure prompt and fair handling of complaints but shall avoid the formalism of legal process. Should the Committee adopt procedures in addition to those presented here or should it propose any change or amendment to this procedure, it shall submit those procedures or changes or amendments to the General Counsel of the University. Unless the General Counsel determines that the procedures or changes or amendments as submitted are in conflict with existing law, rules of the Board of Regents, or rules or regulations of the University, the procedures or changes or amendments shall become effective 30 days after such submission.
3. There shall be no complaints entertained by the Committee if more than six months have elapsed since the action or event in question. A complaint must be submitted in writing to the Committee and a copy sent to the respondent. A written statement of the complaint or grievance shall set forth the fact upon which the complaint or grievance is based. The statement shall indicate the provision or provisions of the University rules and regulations alleged to have been violated, or the acts of established Department bodies or faculty or employees alleged to have been unlawful, arbitrary or capricious. The complainants and respondents must share copies of materials to be used in evidence and names of witnesses

with each other prior to a hearing of the complaint or grievance.

4. The Committee shall schedule a hearing within two weeks of the submission of a complaint or grievance unless the Committee determines that there is good cause to schedule the hearing later.

5. No member of the Committee for whom hearing a complaint constitutes a conflict of interest shall sit with the Committee while that complaint is being heard, nor shall any party involved in the complaint participate in the rendering of any decision on the complaint or grievance.

6. Except when all parties agree that the hearing before the Committee shall be public, all proceedings provided for in this grievance procedure shall be closed to all but the parties involved. Public reports by the Committee may refer to the types of cases heard but make no mention of the names of the parties, nor make any reference, which would permit their identification.

7. A party against whom a complaint or grievance is brought shall have the privilege of remaining silent and refusing to give evidence and he or she shall be informed of this privilege during the initial stage of the proceeding.

8. Each party to a proceeding shall be entitled to a full examination of the evidence presented by the other party, including the opportunity to cross-examine witnesses. To this end, the complainants and respondents shall provide each other with copies of materials to be used in evidence and names or witnesses prior to a hearing by the Committee of the complaint or grievance.

9. The complainant shall bear the burden of proof unless the action complained of is the result of disciplinary proceedings. In such situations, the party supporting the application of sanctions to individual members of the University community shall have the burden of persuading the Committee of the facts upon which the applications of sanctions must be based.

10. The chairperson of the Committee shall have the power to keep order, rule on questions of relevance and evidence, and shall possess other powers normal and necessary for a fair and orderly hearing.

11. The grievance proceeding shall be as informal as possible. Therefore, while each party to a proceeding may represent itself or be represented by an advisor or counsel of his, her, or its choice, representation by legal counsel is not encouraged. Hearings shall be closed, except as provided in section 6, and rules of evidence which govern court proceedings shall not apply. There shall be no verbatim recording of the proceedings but a written summary of the arguments and decision may be retained.



12. After hearing the evidence and arguments presented concerning the complaint, the Committee shall deliberate and decide, by majority vote, on a recommendation to the Department Chairperson. The Committee has no enforcement powers and does not command sanctions. Each party to the proceeding shall receive prompt, written notice of the recommendation of the Committee and of the decision of the Department Chairperson concerning the Committee's recommendation.

13. Appeals of the decision of the Department Chairperson concerning the Committee's recommendation shall be made in writing to the University Judicial Board no more than thirty days after the aggrieved party has been advised in writing of the decision of the Department Chairperson.

#### **J. Key Policy**

The policy of the Department of Economics is that no key shall be issued to anyone who does not have a clear need. Sub-master keys are issued only to office secretaries and the Department Chair. A deposit of 50 cents is collected from students who are issued keys (teaching assistants and assistant instructors).

#### **K. Departmental Meetings**

Department meetings may be called only when necessary. Meetings are called to reach decisions on recruiting, changes in programs, course revisions, adjunct and courtesy appointments, changes in policies and procedures, and any other issue for which the Chairman or any committee feels such a meeting is necessary.

#### **L. Faculty Absences**

All faculty members are expected to meet all sections of all scheduled classes. Any planned absence from a scheduled class must have the written approval of the chair of the department. For notification purposes, a letter from the faculty member must be delivered to the chair as early as possible. The letter will specify: dates to be absent, classes to be missed, reasons for the absence, arrangements made for the classes. In emergency situations (such as sudden illness), the department should be notified as quickly as possible so that arrangements can be made to either cancel the affected classes or have someone else teach them. When a class is cancelled, suitable arrangements should be made to reschedule the class at a time that is acceptable to the students if it is possible.

#### **M. Adjunct Appointments in Economics**

The University Handbook (p. 28) stipulates that the prefix adjunct may be added to basic academic titles for those contributing to the University's instructional efforts without remuneration from the University. These positions are approved for no more than one academic year at a time. Requests for reappointment must be made each year. If justified, the request is to be initiated by the appropriate chairperson and/or dean before action by the Vice Chancellor for Academic Affairs is taken. These appointments carry no salary and no credit towards academic tenure. The Economics Department uses the following additional criteria in making Adjunct

and Courtesy appointments:

1. Persons appointed to Adjunct positions should contribute to the Economics Department's basis goals of teaching, research, and service;
2. The extent of such contributions should be consistent with the fact that there is no remuneration for such positions;
3. Any privileges such as (but not limited to) the use of office space, and secretarial services, granted to Adjunct appointments must be explicitly specified at the time of appointment by Chair; and should be reviewed at the time of reappointment.

### **N. Grading Policies**

The average final course grade in sections of Econ 520 and Econ 522 should be between 2.5 and 3.0.

### **O. T.A. Teaching Awards**

On an annual basis, the Economics department offers three teaching awards for exemplary teaching. It offers two teaching awards to the most outstanding graduate teaching assistants who assist with a large lecture course or serve as the instructor of record for a smaller seminar course during the fall and spring semesters. The department also offers a teaching award to the most outstanding undergraduate teaching assistant. As part of this recognition, the three chosen students receive a framed teaching award, a small monetary prize (the magnitude of which varies over time), and an economics book. The Graduate Director selects the two outstanding GTAs and the Undergraduate Director selects the outstanding undergraduate teaching assistant. In this selection, the respective Director draws upon the formal evaluations provided by the supervisory faculty members and the student course evaluations (as much as they are available), along with consultations – written and/or verbal – with supervisory faculty members. The selection of outstanding GTAs is made by the start of fall semester courses; the selection of the outstanding undergraduate teaching assistant is made by April 30. To celebrate the outstanding GTA teachers, the department holds a recognition ceremony at the beginning of the fall semester. At this ceremony, the department bestows the award recipients with the teaching award, monetary prize, and book. At this same ceremony, the department announces and honors those graduate students chosen to teach their own courses – graduate student instructors – as the department's "elite" graduate student teachers. This announcement and recognition helps to elevate the status of graduate student instructors so that the selection as a graduate student instructor is perceived as an honor by the graduate students. To celebrate the outstanding undergraduate teaching assistant, the department bestows the award recipient with the teaching award, monetary prize, and book as part of the annual department undergraduate awards banquet.

### **P. Head Teaching Assistants**

*As the result of a unanimous Department vote April 23, 2007, this provision was instituted on a trial basis beginning with the academic year 2007-08.*

The Economics department establishes the teaching position of head teaching assistant (HTA) within its implementation of each course taught with teaching assistants. The faculty member responsible for the course selects the HTA. This selection is based on an appropriate assessment of

each teaching assistant's demonstrated skills and talents. For this assessment, the responsible faculty member shall use teaching evaluations provided by faculty members who previously supervised the teaching assistants eligible for selection, along with the administered student evaluations. The selected HTA shall receive additional status, extra pay, and/or a release from one of his/her discussion sections, as determined by the Graduate Director, Department Chair, and supervisory faculty member, in consultation with the student selected for HTA. Supervisory faculty members have the option of delegating or not delegating responsibilities to the chosen HTA. If no responsibilities are delegated, the designated HTA is be viewed more as the "captain of the assistant team". In order to facilitate the establishment of a HTA, at least one graduate teaching assistant with previous teaching experience in the department will be allocated to each course taught with teaching assistants. Lastly, the selection of the head teaching assistant should be completed 10 business days after the appointment of teaching assistants and the allocation of specific teaching assistants to particular courses or three business days prior to the first day of classes in the relevant semester, whichever is sooner.

#### **Q. Revisions to Bylaws**

Any member of the Economics Department may propose a revision to the Economics Department By-laws. All such proposals will be reviewed by the Executive Committee, which will make a recommendation to the Department. Approval of a revision must be made at a Department meeting attended by a quorum of more than half of the eligible faculty members and student representatives. Approval of a revision requires a favorable vote of at least two-thirds of the voting department members in attendance.

# **FACULTY EVALUATION PLAN**

Department of Economics  
College of Liberal Arts and Sciences

**January 2008**

## Faculty Evaluation Plan

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