

**BYLAWS FOR THE DEPARTMENT OF ECONOMICS**  
*(Approved by a Majority of the Faculty, April 25, 2017)*

Preamble: Administrative concerns of a University department are and should be secondary to academic matters, but they are nevertheless important for a smooth-running and effective department.

The purpose of the following is to formulate a scheme of organization and operating procedures for the Department of Economics which will be in keeping with these management needs.

A. Faculty:

1. The faculty of the Department of Economics shall be defined to include all persons holding professional rank in the department, including persons holding joint appointments in other departments, institutes, centers or divisions. "Professional rank" means holding an appointment to one of the faculty classes in the University's employment classification system. As of April 2017, this category includes tenured, tenure-track, and specialized faculty but does not include adjunct faculty, visiting faculty, courtesy faculty, emeritus faculty, or post-doctoral scholars.
2. Faculty meetings shall be held at least once during the 9-month academic year. Additional meetings may be called by the Chair or on written request of five voting members. An agenda shall be submitted by the Chair when notice of the meeting is circulated.
3. A majority of the faculty shall constitute a quorum. All faculty members shall be notified of Departmental meetings and agenda for the meetings at least 48 hours in advance.

B. Chair:

1. Appointment of the Chair shall be made by the Dean of the College of Social Sciences with the advice of the faculty of the Department. Faculty preferences shall be determined by secret ballot, with the numerical results reported to the Dean.
2. The Chair shall serve at the pleasure of the Dean, and the President of the University.
3. The Chair shall be the chief executive officer of the Department, responsible to the University Administration and the faculty of the Department. The Chair shall consult with the proper committees on such matters as appointments, promotion and tenure recommendations, salary adjustments, curriculum, assignment of teaching and research assistantships, and general questions concerning allocation of departmental resources.

4. The Chair shall be, ex-officio, a nonvoting member of all departmental committees, except that he/she may cast the deciding vote in the event of a tie.
5. The Chair shall be evaluated by the Dean of the College of Social Sciences for purposes of annual evaluation. To ensure the accountability of the Chair to the faculty, the Dean will be asked to poll all faculty members of the Department prior to annual evaluation, at least every other year, for their views on the Chair's performance.

C. Associate Chair:

1. The Chair may appoint an Associate Chair to assist in the administration of the Department. If an Associate Chair is appointed, the choice must be ratified by the faculty and approved by the Dean.
2. The term of appointment of the Associate Chair shall be at the discretion of the Chair and the consent of the Associate Chair.
3. The Associate Chair shall be the representative of the Chair for those purposes and occasions assigned to him/her by the Chair.

D. Executive Committee:

1. Composition of the Executive Committee:
  - a. The Executive Committee shall consist of six members of the Department holding tenured or tenure-track faculty appointments, elected at-large by the members of the department faculty. At least four but no more than five of the six members must hold tenure, but elections shall be on an at-large basis. All elections of members of the Executive Committee shall be by secret ballot.
  - b. The Chair of the Department, ex-officio, shall serve as the non-voting chair of the Executive Committee, except that he/she may cast the deciding vote in the case of a tie.
  - c. The Associate Chair and Graduate Director are, ex-officio, members of the Executive Committee. They shall also be eligible to be elected as voting members to the Executive Committee as specified by section D-1-a (above).
  - d. A majority of the voting members of the Executive Committee shall constitute a quorum.
2. Responsibilities of the Executive Committee:
  - a. General: The Executive Committee shall act as the principal coordinating and policy making body of the Department and shall advise the Chair on general

policy matters. The Executive Committee shall meet at the request of the Chair or on petition of any three of its members, but shall always meet at least once each month during the academic year. Notification of time, place, and agenda of all Executive Committee meetings shall be given to all Department members at least 24 hours in advance of the meeting. All Department members shall be informed of formal actions and motions passed by the Executive Committee, may be present at Executive Committee meetings, except when personnel matters are discussed and may request permission to address the Committee.

- b. Personnel Decisions: The Executive Committee shall function as the Department Personnel Committee except that recommendations to award tenure shall be made by the tenured faculty of the Department.
  - (1) Faculty Recruitment: The Executive Committee shall act for Department faculty in the selection of new faculty members. At least a 2/3 favorable vote shall be required for Executive Committee approval of any prospective faculty member, and this vote must be taken before any position is offered. The Executive Committee shall solicit the aid of the entire faculty in any search for new members.
  - (2) Promotion and Tenure Recommendations:
    - a) The Executive Committee shall make all recommendations for promotion, and recommendations to award tenure. It shall do so according to standards and procedures incorporated as a part of these by-laws. A vote on recommendation to award tenure by the committee shall be followed by a vote on the recommendation by all tenured members of the department.
    - b) In cases of promotion to Full Professor, the Chair shall seek an advisory vote of the existing Full Professors in the Department, and shall convey the results of that vote in the “Chair’s Letter” on promotion and tenure.
    - c) In cases of promotion for specialized faculty, an ad-hoc personnel committee shall be formed by a vote of the department’s specialized faculty adding one specialized faculty member to the Executive Committee. If for any reason this is infeasible, the Department Chair shall consult with the Dean to choose a specialized faculty member from elsewhere in the College.
  - (3) Salary and Merit Recommendations: The Executive Committee shall act as a personnel evaluation committee whose recommendations must be considered by the Department Chair when any salary adjustments are to be made. The restrictions on the latitude of the Department Chair are contained in the separate addendum on annual evaluations. The

following guidelines shall be used in the Executive Committee evaluation of current faculty:

- a) All members of the Executive Committee shall be expected to participate in the evaluation, and to submit their recommendations directly to the Chair.
- b) The evaluation shall be based upon
  - (1) up-to-date vitae supplied to Executive Committee members by each faculty member,
  - (2) a current fact sheet outlining the individuals research, teaching, and service contributions during the last two years.
- c) Criteria and procedures for annual evaluation are contained in a separate addendum; any changes to the criteria must be ratified by a two-thirds vote of the full membership of the department.

E. Representatives to the Faculty Senate:

1. The Department will participate in the election of faculty senate candidates through the College of Social Sciences and Public Policy procedure.

F. The Graduate Committee:

1. The Graduate Committee is responsible for general administration of the Department's graduate program including responsibility for graduate admissions, awarding Department assistantships, academic counseling, graduate curriculum and administration of M.S. and Ph.D. comprehensive examinations.
2. The Graduate Committee shall consist of at least four faculty members appointed by the Department Chair. The chair of the Graduate Committee serves as the Department's Director of Graduate Studies. One of the remaining three members appointed by the Chair shall be the Director of the Applied Master's Program.
3. The Director of Graduate Studies is responsible for implementing the policies of the Department as outlined in the "Guide for Graduate Students" and other policies and directives of the Graduate Committee.

G. The Undergraduate Committee:

1. The Undergraduate Committee has overall responsibility for the Department's undergraduate program. This committee must review all academic policy changes

affecting the undergraduate program, including curriculum changes, prior to their final consideration by the Executive Committee or the Department faculty as a whole.

2. The Undergraduate Committee shall consist of a chair and not less than two other faculty in the Department, chosen from among those faculty who regularly advise undergraduate majors.
3. The Director of Undergraduate Studies is responsible for implementing the policies of the Department as outlined on the Department website and other policies and directives of the Undergraduate Committee.

H. Other Standing Committees:

The Chair of the Department may request that the Executive Committee appoint such other standing or ad hoc committees as circumstances shall from time to time require.

I. Department of Economics Standards for Promotion:

1. University and College Requirements: Departmental recommendations for promotion and tenure recognize and follow College and University-wide policies. University-wide policies are contained in the Faculty Handbook. College of Social Sciences policies are made known to the faculty by the Dean of the College and by the Chair of the Department and may be obtained in their latest form from the Secretary of the Department.
2. Departmental Standards:
  - a. General Standards of Faculty Performance: Demonstrated ability in teaching at both the graduate and undergraduate level is essential to the primary function of the Department, which is the teaching of its students. Departmental recommendations for advancement in rank, for the granting of tenure, for salary increases, and for retention itself have recognized effectiveness in teaching as a first requirement. In the conviction that scholarship is central to undergraduate and especially to graduate teaching, research and creative activity are also important.

In the normal instance the Department will expect a faculty member to perform effectively in the three areas of teaching, research, and professional service. In considering a faculty member for promotion, tenure, or salary increase, the Department will give due regard to the nature of the faculty member's assigned duties within the Department. Faculty assigned primarily to research, administrative, or other duties will be evaluated accordingly. In accordance with system-wide policies and general Department objectives, Department faculty assigned exclusively to teaching (12 hour load) will be evaluated on the basis of their teaching performance and upon scholarly activity

appropriate thereto. But in those instances where a choice among faculty must be made, significant differences in research and scholarly activity will not be set aside in favor of small differences in measured teaching performance.

The Chair and the other members of the Executive Committee will evaluate faculty eligible for promotion. Every faculty member is invited to make available to the Chair and Executive Committee whatever information he believes is appropriate as supporting evidence to the quality and level of his teaching, professional research and service activities. To this end the Department Secretary will maintain a separate file for each faculty member containing vita sheets, samples of published work, etc. Each faculty member shall have free access to his or her file and is charged with the duty of making sure that the material it contains is as current and complete as seems practical.

- b. Standards for Promotion to Specific Ranks: Faculty may be appointed to either a tenure-track position or a specialized position.

Specialized faculty shall be evaluated for promotion to the next higher rank, if possible, in their class of employment, in accordance with standards and criteria developed by the chair, the executive committee, and the eligible faculty members, when such promotion possibilities become known.

Faculty appointed as Assistant Professors are normally considered for promotion to Associate and the grant of tenure after the completion of five years of service at Florida State University.

Recommendation for promotion to the rank of Associate Professor is based upon recognition of demonstrated effectiveness in teaching, scholarly endeavor, and contribution to the college and to the discipline. Promotion to Associate Professor must take place within seven years, as no faculty member may hold the rank of Assistant Professor for longer than that. Assistant Professors who do not show potential for promotion to Associate Professor can be expected to be terminated by the Department prior to the expiration of the seven year limit.

Recommendation for promotion to the rank of Professor is based on accomplishment of high order in scholarly endeavor, superior teaching, and intellectual leadership in the profession. It is your colleagues' highest accolade.

3. Implementation of Promotion for Tenure-Track Faculty:

- a. Scholarship. Good instruction and scholarship are highly interrelated, particularly in a department in which every member typically participates in graduate level instruction. Thus, high quality scholarship is necessary for promotion to all levels. Publication in the professional journals of economics implies that a faculty member is aware of the existing literature in his field, is

capable of developing an idea, and can communicate this idea. Because this same process is expected of the student writing a thesis, research paper, dissertation, those directing the graduate student in these endeavors can do the best job when they themselves continually do research. Not all scholarship is evidenced in professional journals and in books. Creative scholarship is also indicated by the presentation of papers at learned societies, the writing of research monographs, and testimony as expert witnesses.

Every member of the Department is expected to continually update his or her file with evidence of his scholarship activities. Reprints should be included. Because of the publication lag, drafts of research completed but not yet published should also be submitted, along with a description of publication plans.

- b. Service: Some service in the form of memberships on University and Department committees, counseling and the like is expected of all faculty. Each faculty member should keep a record of this service in his or her file in the department. This is particularly important in the case of those who have done unusual, exemplary service to the university and this department.
  - c. Instruction. Each faculty member shall be evaluated on the basis of classroom teaching and instruction outside the classroom. Student evaluations are an integral part of assessing classroom teaching merit. Normally, the questionnaires provided by the University are to be used for this purpose. Each faculty member shall be offered the opportunity to present to the Personnel Committee any other evidence indicating the quality of his or her instruction. This evidence may include all information the faculty member feels is helpful to his case. For example, student evaluations as well as reports on faculty visitation, preparation of special teaching materials, successful teaching techniques, supervision of theses and dissertations, may be included among the evidence. This material should be presented to the Personnel Committee by October of each year.
4. Implementation of Promotion for Specialized Faculty

Faculty members in specialized faculty positions qualify for promotion to the next higher rank based on satisfaction of the minimum College and University requirements for that rank and on demonstrated performance above the minimum satisfactory level in their areas of assigned duties.

In the specific case of specialized teaching faculty promotions, each faculty member shall be evaluated on the basis of classroom teaching and instruction outside the classroom. Student evaluations and faculty visitation are an integral part of assessing classroom teaching merit. Each faculty member shall be offered the opportunity to present to the Personnel Committee any other evidence indicating the quality of his or her instruction, such as preparation of

special teaching materials, successful teaching techniques, supervision of theses, honors, and awards. Candidates are expected to be active in Department, College, and/or University committees, student counseling and the like. Peer dissemination of improved practices in classroom teaching is encouraged but not required for promotion to the next higher rank

J. Appointment to the Graduate Faculty and Award of Masters and Doctoral Directive Status:

1. Normally and historically all new Department tenure-track faculty were appointed in expectation that they could teach at the graduate and the undergraduate level. However, the Graduate College has imposed upon the Department the further requirement of a 2/3 vote of all existing holders of Graduate Faculty Status (GFS) to approve a new faculty member for GFS. Cognizant of our historical position on new hires and the provisions of the hiring process, the Executive Committee is authorized to prescribe the manner of the faculty vote for GFS for new faculty.
2. Departmental policy is that faculty members be recommended for Masters and Ph.D. directive status whenever their scholarly accomplishments are such as to satisfy requirements of proven scholarship at the graduate level. This includes publications, service on M.S. and Ph.D. committees, as well as successful graduate teaching. The determination to approve a faculty member for Masters and Ph.D. directive status will be made by the Departmental Executive Committee, following a recommendation from the Graduate Studies Committee.
3. Specialized faculty members are eligible for Graduate Teaching Status (GTS), and faculty from other departments are eligible for "Courtesy Graduate Teaching Status" for specified courses. The determination to approve a faculty member for GTS or courtesy GTS will be made by the Departmental Executive Committee, following a recommendation from the Graduate Studies Committee, with appropriate additional action as required by the Graduate College as necessary.

K. Restrictions on "Substantive Changes"

Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy at <http://provost.fsu.edu/sacs> .

L. Unit Reorganization

If there should be any discussion of unit reorganization affecting the department, individual faculty members as well as the Executive Committee shall have the right to participate in said discussion.

M. Adherence

At all times, department policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Promotion and Tenure Letter.

Amendments:

Any **five** voting members of the Department may propose an amendment to the by-laws. A proposed amendment must be available to the voting membership at least two weeks prior to the Departmental meeting. To be adopted, a proposed amendment must receive an affirmative vote by a two-thirds majority of the faculty.

Sunset Provision:

The Department bylaws and any Amendments to them will remain in effect until April 30, 2021, whereupon they must either be rewritten or renewed by receiving an affirmative vote from a two-thirds majority of the faculty.

2013 Emergency Provision:

In early 2013, significant changes to the Department's bylaws were added with little time for faculty study and under the threat of a withholding of future Department merit raises under the new Collective Bargaining Agreement. The CBA requires that these provisions stand as the official processes for the 2013 evaluation period (the evaluation conducted in the Spring of 2014). The Economics Department reserves the right to study the provisions of the Collective Bargaining Agreement more thoroughly and, if desired, to make additional changes that are found to be consistent with their provisions. It is understood that no such changes may impact the provisions for the 2013 evaluation period, but may only take force for the 2014 evaluation period or later.