

Bylaws
Department of Economics
Florida State University

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1. Preamble

The department bylaws adhere to and are consistent with University policies found in the FSU Constitution, BOT-UFF Collective Bargaining Agreement, Faculty Handbook, and annual Promotion and Tenure letter. The purpose of the bylaws is to outline organizational and operating procedures for the Department of Economics that will be in keeping with these academic and administrative needs. The authority of the Department will reside in its voting membership.

2. Membership and Eligibility to Vote

2.1. Membership in the Department of Economics

Membership in the Department of Economics will include:

- (1) Full-time regularly appointed faculty in tenured or tenure-earning positions.
- (2) Full-time 9- and 12-month faculty in specialized faculty positions.
- (3) Temporary or part-time faculty appointees, including those serving as:
 - instructors
 - visiting faculty appointees
 - courtesy appointees
 - adjunct appointees
 - postdoctoral fellows
 - professors emeriti
 - research associates
 - associates in research
 - assistants in research
- (4) Administrative and Professional (A&P) personnel
- (5) All part-time and full-time graduate students

2.2. Eligibility to Vote

Voting faculty are comprised of faculty as defined in Section 2.1 items 1 and 2, and will be entitled to vote in faculty meetings or by mail or online ballot, subject to restrictions stipulated below.

3. Officers

3.1. Chair

3.1.1. *Appointment and Duties of Chair*

- (1) The Chair will be a full-time faculty member of the Department. The person so named will, upon appointment by the Dean, assume the duties and responsibilities of the department Chair in accordance with the rules and regulations of the university and under conditions negotiated with the Dean of the College of Social Sciences and Public Policy (COSSPP).
- (2) The Chair will serve at the pleasure of the Dean of COSSPP and the President of the University.
- (3) Appointment of the Chair shall be made by the Dean of the College in consultation with the voting faculty.
- (4) The normal term of the Chair will be three years.
- (5) The procedure to select a new Chair will begin in the Fall of the final year of a Chair's term or upon a vacancy in this office for another cause.
- (6) The process to select a new Chair will be coordinated through the Policy Committee. The Committee will receive nominations from the voting faculty then meet with nominees to determine the interest and willingness to accept the position. Candidates will make presentations and answer questions from voting faculty. By secret ballot, the voting faculty will vote for the candidate of their choice. The results will be forwarded to the Dean to use in the appointment.

- (7) The Chair will serve as the chief executive officer of the Department and is responsive to the faculty of the Department and represents the Department to the University.
- (8) The Chair's annual evaluation will be conducted by the Dean, with input solicited from all the voting faculty as defined in Section 2.2.
- (9) The Chair will appoint for one-year renewable terms a Director of Undergraduate Studies, a Director of Graduate Studies, a Director of the Master of Science in Applied Economics Program, and an Assistant Director of the Master of Science in Applied Economics Program.
- (10) The Chair may appoint an Associate Chair for a one-year renewable term, as described in Section 3.2.
- (11) The Chair will appoint any other officers and/or committee members required for the administration and conduct of departmental affairs. Appointments should be made within two weeks of the annual elections meeting in the Fall term, unless unusual circumstances arise.
- (12) The Chair, serving as principal financial officer of the department will:
 - [i] supervise all departmental accounts,
 - [ii] in conjunction with the Policy Committee, prepare an annual operating budget and previous year-end financial report. These documents will be presented to the faculty as early in the academic year as circumstances permit.
- (13) The Chair, in conjunction with the appropriate departmental committees, will supervise and coordinate the recruiting of new faculty members.
- (14) The Chair will be an ex-officio, non-voting member of all departmental committees, except that s/he may cast the deciding vote in the event of a tie, unless the Chair decides to delegate these duties to the Associate Chair
- (15) The Chair will be responsible for initiating meetings of the Policy Committee, Annual Evaluation Committee, and the Appointment, Promotion, and Tenure Committees in order to ensure timely preparation of materials and recommendations for promotion and tenure decisions in the department and at the college level.

3.2. Associate Chair

- (1) The Chair may appoint an Associate Chair to a one-year renewable term to assist in the administration of the Department.
- (2) If an Associate Chair is appointed, the choice must be ratified by a majority of the voting faculty and approved by the Dean.
- (3) The Chair may designate the Associate Chair to fill in as non-voting member of committee meetings, as needed.

3.3. Director of Graduate Studies

- (1) The Chair will propose for appointment, to a one-year renewable term, a Director of Graduate Studies (DGS) who will coordinate matters relating to department-wide issues pertinent to graduate training including
 - curriculum (e.g., departmental and area ‘core’ courses)
 - recruitment, admission, and retention of graduate students
 - program requirements
 - PhD prelim exams
- (2) Appointment and renewal of the DGS must be ratified by a majority vote of the Policy Committee.
- (3) The DGS will maintain records of graduate students, coordinate timely evaluations, monitor enrollment patterns, and determine eligibility of students for University-sponsored awards.
- (4) The Director of Graduate Studies will be an ex-officio, non-voting member of the Department’s Graduate Committee.

3.4. Director of Undergraduate Studies

- (1) The Chair will propose for appointment, to a one-year renewable term, a Director of Undergraduate Studies (DUGS).
- (2) Appointments and renewals of the DUGS must be ratified by a majority vote of the Policy Committee.
- (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.
- (4) The DUGS will be an ex-officio, non-voting member of the Department's Undergraduate Committee.

3.5. Director of the Master of Science in Applied Economics Program

- (1) The Chair will appoint, to a one-year renewable term, a Director of the Master of Science in Applied Economics Program (DMSAEP).
- (2) Appointments and renewals of the DMSAEP must be ratified by a majority vote of the Policy Committee.
- (3) The DMSAEP is responsible for implementing the policies of the Department as outlined on the Department website and other documents as they pertain to the Program.
- (4) The DMSAEP will be an ex-officio, non-voting member of the Department's Graduate Committee.

3.6. Assistant Director of the Master of Science in Applied Economics Program

- (1) The Chair will appoint, to a one-year renewable term, an Assistant Director of the Master of Science in Applied Economics Program (ADMSAEP).

- (2) Appointments and renewals of the ADMSAEP must be ratified by a majority vote of the Policy Committee.
- (3) The ADMSAEP is responsible for assisting the Director of the Master of Science in Applied Economics Program in the administration of the Program.

4. Faculty Meetings

4.1. General Faculty Meetings

The faculty of the Department will meet at least once each semester during the academic year. The first meeting during the Fall term will normally be scheduled in the first two weeks of classes. Additional sessions may be called by the Chair or the designated representative:

- (1) on his/her/their initiative,
- (2) in response to a majority vote of one of the standing committees requesting a meeting,
or
- (3) at the written request of (at least) four departmental members eligible to vote as stipulated in Section 2.1 items 1 and 2.

4.2. Rules for Faculty Meetings

- (1) The Chair will normally preside at faculty meetings. In the absence of the Chair, another voting member designated by the Chair will preside.
- (2) One-half of the eligible voting members of the department will constitute a quorum at any faculty meeting.
- (3) The Chair or presiding voting member will appoint a meeting Secretary. The duties of the Secretary will be:
 - [i] to record the minutes of the meetings,
 - [ii] to distribute copies of minutes to all departmental faculty members within one

week following the meeting, and
[iii] to keep in the departmental office a complete file of departmental minutes.

5. Department Committees

A summary of all committee meetings will be sent to faculty not more than one week after each meeting.

5.1. Standing Committees

5.1.1. *Policy Committee*

The Policy Committee will consist of five tenure-track faculty as stipulated in Section 2.1 item 1 and one specialized faculty as stipulated in Section 2.1 item 2 for one-year appointments. If there is at least one tenure-earning faculty in the department, exactly one of the five tenure-track faculty must be tenure-earning, unless circumstances prevent that faculty from serving (e.g., there is only one Assistant Professor and that person is serving on the Annual Evaluation Committee). Faculty may serve on at most one of the Policy or Annual Evaluation Committees in the same academic year. In addition, faculty may not serve on the Policy Committee for more than two consecutive years.

The Policy Committee will act as the principal coordinating and policy making body of the Department and will advise the Chair on general departmental matters. The Policy Committee will meet at the request of the Chair or on petition of any five of its members, but will always meet at least once each semester during the academic year. Notification of time, place, and agenda of all Policy Committee meetings will be given to all Department members at least 48 hours in advance of the meeting. All Department members may be present and participate in Policy Committee meetings.

In addition to general policy duties, the Committee will:

- (1) Determine yearly travel budgets.
- (2) Solicit interest in serving on the Undergraduate and Graduate Committees at the

first general faculty meeting each Fall semester.

- (3) Coordinate the selection process of a new Chair.
- (4) Approve by majority vote the Chair's appointments and renewals of the following:
 - [i] Director of Graduate Studies
 - [ii] Director of Undergraduate Studies
 - [iii] Director of the Master of Science in Applied Economics Program
 - [iv] Assistant Director of the Master of Science in Applied Economics Program
 - [v] Graduate Committee members
 - [vi] Undergraduate Committee members

5.1.2. *Annual Evaluation Committee*

The Annual Evaluation Committee will consist of seven tenure-track faculty as stipulated in Section 2.1 item 1 and two specialized faculty as stipulated in Section 2.1 item 2 for one-year appointments. If there is at least one tenure-earning faculty in the department, exactly one of the seven tenure-track faculty must be tenure-earning, unless circumstances prevent that faculty from serving (e.g., there is only one Assistant Professor and that person is on family leave). Faculty may serve on at most one of the Policy or Annual Evaluation Committees in the same academic year. In addition, faculty may not serve on the Annual Evaluation Committee for more than two consecutive years.

The committee will meet during annual evaluations time in the Spring semester, and as needed through the rest of the year. The specialized faculty members will participate in evaluations and committee deliberations for specialized faculty only, and will not be present when tenured and tenure-track faculty are discussed. The responsibilities of this committee include:

- (1) Annual Evaluations:
 - [i] Establish and carry out procedures for the annual evaluation of faculty. Such procedures or changes in previously approved procedures must be ratified by a

two-thirds vote of all voting faculty members.

- [ii] Review annually each faculty member in terms of their overall performance of professional responsibilities consistent with that member's annual assignment of responsibilities. Each committee member will submit to the Chair a numerical score for each of the three evaluation areas (research, teaching, service) for each faculty member. The numerical scoring range must be consistent with University standards.
 - [iii] Each committee member has an option to submit to the Chair any comments on faculty performance along with their numerical scores.
 - [iv] For Assistant Professors, the Third Year Review document will replace the annual evaluation document. The Promotion and Tenure Committee will separately perform the Third Year Review.
 - [v] The Chair will use the median score of all committee members' scores to obtain the final score for a faculty member in each category. Committee members do not rate themselves. The Chair will construct a score based on the Sass procedure in place of member's own scoring, and then obtain a median score. Committee members may not evaluate faculty with a conflict of interest, as defined in the FSU Faculty Handbook. Those faculty median score will be obtained based on the remaining scores (i.e., based on a smaller number of scores).
 - [vi] When a member of the committee is being evaluated for any purpose, the member will be absent from the committee's deliberations and voting. This also applies when a committee member has a conflict of interest with a faculty member (e.g., a spouse/partner) who is being evaluated.
- (2) Grievances: The Annual Evaluation committee will mediate any evaluation grievances brought to the committee's attention by any Department member. Grievances may also be brought to the attention of relevant authorities at FSU. These are not mutually exclusive.

5.1.3. *Graduate Committee*

- (1) The Director of Graduate Studies chairs the Graduate Committee as an ex-officio, non-voting member. In addition to the Director of the Master of Science in Applied Economics Program, who is an ex-officio, non-voting member, the committee will consist of five tenured or tenure-track faculty members, who are appointed by the Chair at the beginning of each academic year, subject to majority approval by the Policy Committee.
- (2) Faculty not appointed to the committee may indicate their interest in serving on this committee to the Policy Committee, which will assist the Department Chair with yearly appointments.
- (3) Appointed faculty who wish to withdraw or end their service may indicate this to the Policy Committee.
- (4) The Graduate Committee is responsible for
 - [i] recruiting PhD students
 - [ii] evaluating applications for admission and financial aid in the department's doctoral program
 - [iii] departmental policies related to both master's and doctoral programs, and admission to candidacy.
 - [iv] determining the curriculum of the Graduate Program.
 - [v] appointing annual ad-hoc committees to administer and grade Preliminary Examinations.

5.1.4. *Appointment, Promotion, and Tenure Committees*

The makeup of Departmental Appointment, Promotion, and Tenure Committees will be as follows:

- (1) The Tenure committee will consist of all tenured faculty members.
- (2) The committee for promotion to full professor will consist of all full professors.

- (3) The committee for promotion to associate professor will consist of all tenured faculty.
- (4) The committee for third-year review of Assistant Professors will consist of all tenured faculty.
- (5) The committee for promotion of specialized faculty consists of all tenured faculty and specialized faculty members in rank or above.
- (6) The Appointment committee for voting on new recruits of all full- time faculty, as identified by the acting ad-hoc Hiring Committee, to the Department will consist of all faculty in rank and above.

These committees will make recommendations regarding promotion and tenure for tenure-track faculty, and promotion for specialized faculty, as appropriate for each case. The committee's actions will be guided by the department's adopted standards for faculty evaluation and promotion, which are contained in the Promotion and Tenure Standards document.

Two members of the Tenure committee will be elected by the Tenure Committee to serve as the representatives of the department on the COSSPP Promotion and Tenure Committee.

5.1.5. *Undergraduate Committee*

- (1) In addition to the Director of Undergraduate Studies, who is an ex-officio, non-voting member, the committee will consist of five tenured or tenure-earning faculty members and one specialized faculty member.
- (2) Committee members are appointed by the Chair at the beginning of each academic year, subject to majority approval by the Policy Committee.
- (3) The Committee shall elect a Chair at the beginning of the Fall semester to serve for the year. The Chair will become a non-voting member, responsible for organizing committee meetings and maintaining the agenda.
- (4) Faculty not appointed to the committee may indicate their interest to the Policy Committee, which will assist the Department Chair with yearly appointments.
- (5) Appointed faculty who wish to withdraw or end their service may indicate this to

the Policy Committee.

- (6) 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, undergraduate awards, and instructor approval for economics courses at FSU satellite campuses. Curriculum changes include adding or removing courses, changing course numbers, and revising major requirements. All curriculum decisions will be presented to the full faculty for final consideration and vote.

5.2. Ad Hoc Committees

The Chair may request that the Policy Committee appoint ad hoc committees as circumstances will from time to time require. Members of ad hoc committees must be approved by a majority vote of the Policy Committee. Ad hoc committees will be dissolved at the end of the Spring semester in each academic year.

5.3. Committee Assignments

- Members of Undergraduate, Graduate, and any Ad Hoc Committees will be nominated by the Chair, and must be approved by a majority of the Policy Committee.
- At the Fall General Faculty meeting, the makeup of the Appointment, Promotion, and Tenure Committees will be affirmed by a majority vote of faculty. In the absence of a majority vote, committee members will be nominated by the Chair, approved with a majority vote of the Policy Committee, then selected with a majority vote of the voting faculty via secret ballot.
- At the Fall General Faculty meeting, the makeup of the Annual Evaluation Committee will be determined by a random draw of eligible tenured, tenure-earning, and specialized faculty, as determined by the composition of the committee. Faculty on leave, sabbatical, or who have circumstances that prevent him/her from serving will be excluded. Any eligible faculty member who has not served on the committee for more than three consecutive academic years will be automatically placed on the

committee.

- At the Fall General Faculty meeting, and after the Annual Evaluation Committee has been selected, the Policy Committee will be determined by a random draw of eligible tenured, tenure-earning, and specialized faculty, as determined by the composition of the committee. Faculty on leave, sabbatical, or who have circumstances that prevent him/her from serving will be excluded. Any eligible faculty member who has not served on the committee for more than three consecutive academic years will be automatically placed on the committee.

5.4. Faculty Senate

The Department will participate in the election of Faculty Senate candidates through the College of Social Sciences and Public Policy procedure. Selected candidates are responsible for attending meetings of the Faculty Senate and inform the Department of developments affecting the Department or its members.

6. Appointment to the Graduate Faculty and Award of Master's and Doctoral Directive Status

- 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 Graduate Committee is authorized to prescribe the manner of the faculty vote for GFS for new faculty.
- Departmental policy is that faculty members be recommended for Master's 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 Master's and Ph.D. directive status

will be made by the Graduate Committee.

- 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 Graduate Committee, with appropriate additional action as required by the Graduate College as necessary.

7. 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> .

8. Unit Reorganization

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

9. 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.

10. Amendments

Any five voting members of the Department may propose an amendment to the bylaws. 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.

11. Sunset Provision

The Department bylaws and any Amendments to them will remain in effect until April 30, 2026, whereupon they must either be rewritten or renewed by receiving an affirmative vote from a two-thirds majority of the voting faculty.