

Bylaws of the Department of Economics

Amended by vote of the Faculty: February, 2004

Amended by vote of the Faculty, November 5, 2008

The Department of Economics is a unit of the Indiana University College of Arts and Sciences. This document describes the governance structure and procedures of the Department. The Faculty of the Department consists of all individuals with permanent appointments in the Department at a rank of Assistant Professor or higher who are at half time or more. These Bylaws will take effect when approved by a simple majority vote of the Faculty. Any of the provisions of these Bylaws may be amended by a simple majority vote of the Faculty. Nothing in these Bylaws should be construed to supercede University policy as put forth in the Academic Handbook.

I. Governance Structure

A. *Department Chair*

1. Duties

The Chair is the chief executive officer of the department and has responsibility for implementing departmental procedures. The responsibilities of the Chair include management of the operations of the Department, appointment of other Department officers and Departmental committees (other than the elected Executive and Faculty Review Committees), convening meetings of the Faculty for deliberation or decision on issues facing the Department, and representing the Department in dealings with the College and University Administration.

2. Selection

The appointment of the Chair is a prerogative of the Dean of the College. Chairs are normally appointed for a term of no more than four years, but may be reappointed. The Department chooses its nominee for Chair, including cases of reappointment, using the election procedure described below.

- The Nominee is elected from members of the tenured faculty who have been publicly identified as willing candidates at least two weeks before the time of the election and whose names thus appear on the ballot. A faculty member becomes a candidate for Chair upon acceptance of a nomination in the form of a petition signed by at least three faculty members other than the candidate. Faculty members may sign more than one such petition. There will be no provision for write-in votes, but there will be provision for voting “none of the above.” If the latter vote carries, the Faculty will consider recommending that the Dean appoint a Chair from outside the Department.
- The Nominee will be elected by simple majority in a secret ballot of all those voting, in person or by proxy, at a faculty meeting which must be scheduled at least two weeks in advance. The exact tally will be announced immediately after the vote with no changes in vote permitted. If no candidate achieves a majority, a runoff ballot will be held between the top two (and ties). If the final vote is tied, the names of the candidates so tied will be forwarded to the Dean. Even if only one candidate comes forward, that candidate would need to win over “none of the above” to be elected.

3. Annual Review

Annual reviews of the Chair will be conducted jointly by the Executive Committee and the Faculty Review Committee. The elected members of the Faculty Review Committee will evaluate the Chair using the same procedure applied to all faculty members [see section II]. The Executive Committee will add to this an evaluation of performance as Department Chair, and will communicate the full evaluation to the Chair.

B. Other Department Officers

1. Director of Graduate Studies (DGS)

The Chair appoints the DGS. The DGS is responsible for oversight of the graduate program including admissions and financial aid, curriculum, advising, job placement, and other relevant issues. The DGS will consult with the Chair concerning appointments to the Graduate Studies Committee.

2. Director of Undergraduate Studies (DUGS)

The Chair appoints the DUGS. The DUGS is responsible for oversight of the undergraduate program including curriculum, coordination with College programs [such as the Honors Program and the Liberal Arts and Management Program (LAMP)], coordination with other units [such as the professional Schools], and other relevant issues. The DUGS will consult with the Chair concerning appointments to the Undergraduate Studies Committee.

C. Elected Committees

1. Executive Committee

The Department Executive Committee will have three members chosen from tenured members of the faculty as described below. The responsibilities of the Executive Committee are to serve as an independent advisory body to the Chair; and to facilitate initiatives for improving the Department's ability to fulfill its research and teaching missions. The Committee will oversee discussion, updating, and dissemination of the Department Strategic Plan. The Committee will elect a chair from among its members, and the chair will be responsible for all official communications of the Committee. The Executive Committee will recommend to the Faculty (as amendments to these Bylaws) codification of its procedures and may propose extensions of its responsibilities.

Except when there is a need to achieve staggering, the three members of the Committee are elected for three-year terms and may be re-elected without term limits. Persons who are scheduled for leave without pay or for sabbatical during the upcoming year are not eligible for election, nor is a continuing member of the Faculty Review Committee. Elections will be held at a Faculty meeting of the Department. All eligible faculty members will be in the initial field unless they explicitly decline prior to voting. Elections will be held for Committee positions individually even if there are multiple vacancies. In such cases vacancies will be filled in descending order of term length, with additional rounds of voting after the winner of the previous round has been announced. Procedures for achieving a majority are the same as those used to choose nominees for Department Chair, except that a final tie will be resolved by coin flip.

In the absence of resignations, one member of the Committee will be elected or re-elected each year. Elections for this purpose will be held early in the fall semester. Any vacancies on the Committee will be filled as promptly as possible. A member of the Executive Committee can be removed by a two-thirds vote of the Faculty. A Committee member who goes on off-campus leave for longer than one semester (either sabbatical or without pay) must resign from the Committee.

2. Faculty Review Committee

The Department Faculty Review Committee consists of the Chair and two members elected by the Faculty. It is responsible for recommending annual changes in faculty salaries, for overseeing annual reviews of faculty as required by University rules, and for nomination of faculty for endowed chairs and other honors. The Committee will consult on retention decisions such as those resulting from outside offers. Faculty members of the Committee serve two-year terms on a staggered basis and may not serve consecutive terms. All tenured faculty except current members of the Executive Committee and the outgoing Faculty Review Committee member are eligible. Election will be held at a Faculty meeting during the fall semester, ordinarily the same meeting at which Executive Committee election is held (following that election). The election procedures

will be the same as those used for the Executive Committee. A member of the Faculty Review Committee can be removed by a two-thirds vote of the Faculty. A Committee member who goes on off-campus leave during their term must resign from the Committee.

D. Other Committees

1. Tenure Committee

The Tenure Committee is composed of all tenured members of the faculty, plus those members whose tenure was approved the year before.

2. Appointed Committees

The Chair may appoint faculty committees as required for the effective administration of the Department. Permanent committees of the Department are the Graduate Studies Committee (selected with recommendations from the DGS) and the Undergraduate Studies Committee (selected with recommendations from the DUGS). Ad hoc committees are constituted on a regular basis to deal with recruiting activities and for other purposes as needed.

II. Personnel Procedures

Personnel decisions and evaluations are the ultimate responsibility of the Chair, with the assistance of the elected members of the Faculty Review Committee. The Department is mandated by the University to conduct a merit evaluation of each faculty member on an annual basis, more extensive evaluations of untenured faculty during their fourth year of service, and to make recommendations regarding promotion and tenure decisions. The performance areas evaluated in these procedures are research and publication, teaching, and service.

A. Annual Reviews

The University requires an annual evaluation for each faculty member with the results given, by the Chair, to that individual in writing. In order to minimize administrative overhead, the Department will coordinate these reviews with the annual salary review. The schedule of decisions for untenured faculty is:

Year 1

Decision about reappointment for the third year: Year 1 is defined as the first year of service that counts for tenure. The Chair in consultation with the Faculty Review Committee conducts the review. Since this review ordinarily follows initial appointment by less than six months, except in highly unusual circumstances, this will be *pro forma* and the candidate will be reappointed. Decisions are reported in a letter to the candidate.

Years 2 and 3

Decision about reappointment for the fourth and fifth years: The Chair requests materials on research, teaching, and service early in the spring semester. The Faculty Review Committee normally conducts the review, unless a candidate's record clearly suggests that a negative decision may result. In such a case, a full review by the Tenure Committee (as described below for the fourth-year review) may be conducted. This would be a rare event resulting from complete absence of any research activity, from negligent and ineffective teaching with little prospect for improvement, or from gross misconduct. Almost all second-year and third-year candidates will, therefore, be reappointed for the fourth and fifth year. Nevertheless, the reviews are an important means of communicating departmental evaluation of performance to candidates and for beginning to build a dossier for the fourth-year and tenure decisions. Decisions and guidance are reported in a letter to the candidate.

Year 5

Decision about reappointment for the seventh year: In most cases the Faculty Review Committee will conduct this review. If the fourth-year review contained substantial reservations, a full review by the Tenure Committee may be conducted. If a promotion decision is involved the decision will be made by the Tenure Committee after a full review. Conclusions are reported in a letter to the candidate.

B. Fourth-Year Review

Decision about reappointment for the seventh year: The fourth-year review is the major evaluation of faculty prior to the tenure decision. The review process is to be carried out in the fall semester of the candidate's fourth year and should be completed before November 15. A subcommittee of the Tenure Committee appointed by the Chair will review candidates. If there are multiple candidates in a particular year, each has a separate subcommittee although membership may overlap. If possible, a senior person in the candidate's field should chair the subcommittee. Willingness to serve on such committees is a responsibility expected of faculty. Ordinarily the review will not involve outside letters. However, either the candidate or the subcommittee may request outside letters. The subcommittee will prepare a written report. It will also make a recommendation, in writing, regarding extension of a sixth-year contract for the candidate. At an appropriate time the Chair will schedule a meeting of full Tenure Committee to discuss and vote on the candidate.

The review subcommittee (with the Chair) is the official channel of communication between the candidate and the Department on the issue of the review. Any supporting materials related to the review should be submitted to the subcommittee. The candidate is advised to submit all documents by November 1. All information on file for the candidate, in particular, the committee's written report, the candidate's resume and statement, and any outside letters, will be made available to all tenured faculty at least one week before the actual voting takes place.

There will be an open discussion on the merits of the candidate before voting. The vote is to be taken on the following motion:

The candidate is to be reappointed for the sixth year.

Eligible voters are tenured faculty in residence. The vote is taken at the end of the meeting. Absentee ballots are included if they are cast before the end of the meeting. Voting is anonymous. A two-thirds majority is required for reappointment. The presumption is for reappointment. Non-reappointment should reflect a collective judgment that there is no realistic prospect for tenure. The voting outcome and the committee's report, not a summary report, will be given to the candidate after the vote.

C. Promotion and Tenure

The tenure decision is made during the sixth year by the full Tenure Committee after a full review, followed by reviews at the College and campus levels. In most cases, a parallel decision concerning promotion to Associate rank will also be made. The procedure for promotion to Full rank is essentially the same, except that the Tenure Committee is replaced by a committee consisting of all full professors.

1. Criteria

The award of tenure is based on the candidate's record and potential in the areas of research, teaching, and service. The Department adheres to the College of Arts and Sciences criteria for promotion and tenure. The Department also adheres to the rule that a faculty member must excel in one category and show satisfactory performance in the other two. In the typical case where research is the category of excellence (or labeled outstanding), then the candidate is expected to be satisfactory and effective in teaching, and satisfactory in service.

All research output will be considered, and judged in terms of its intellectual quality, but higher value is placed on items that have been evaluated and judged valuable via a peer evaluation process. For articles this will typically mean publication in a refereed journal, and for books, favorable reviews. Invited papers also serve as evidence of research output.

The Department considers the candidate's entire professional history when considering award of tenure. Research, teaching and service performed in rank are considered for promotion to full professor.

Candidates are expected to make a systematic effort to generate evaluations of their teaching. Evaluation procedures should meet University guidelines, and care should be taken to ensure against any pressure on students related to their evaluation. The Department may also choose to administer exit interviews and ask for peer teaching reviews.

Service to the profession, to the University, the community, or the nation are all relevant in evaluating the candidate's service contribution. However, it should be noted that every faculty member is expected to carry some share of the burden of departmental responsibilities such as committee service, placement, recruiting, and work on other departmental committees. Service is judged both in terms of its time demands and its effectiveness. Given the Department's current mission it is highly unlikely that a promotion or tenure case would be based primarily on service activities.

2. Procedures

Dossier preparation. Preparation of a promotion/tenure dossier is a joint responsibility of the candidate and the Chair. The candidate is responsible for: (1) writing a personal statement describing her/his research, teaching, and service activities; (2) providing copies of all publications, and supporting documents relating to teaching and service. The Chair is responsible for: (1) soliciting outside letters; (2) appointing a subcommittee of the Tenure Committee to evaluate the candidate's complete record. Willingness to undertake such evaluations is a responsibility expected of faculty. The dossier should be complete by early September.

Subcommittee evaluation. If there are multiple candidates in a particular year, each will have a separate subcommittee (membership of which may overlap). The membership of the subcommittee will be made known to the candidate. The evaluation subcommittee will prepare a complete written report and evaluation of the candidate's research, teaching, and service. A copy of the report becomes part of the candidate's dossier.

Tenure Committee decision. The completed dossier is made available for review by all members of the Tenure Committee. The Chair then calls a first meeting of the Committee. The meeting begins with a summary report of the subcommittee, followed by general discussion of the candidate's dossier. A motion to recommend tenure can then be voted upon. However, if the discussion indicates significant reservations about the candidate's record not reflected in the subcommittee report, at the Chair's discretion the meeting may be adjourned to permit the reservations to be incorporated into the subcommittee report and communicated to the candidate. The candidate may then file a written response. The Tenure Committee will then reconvene (at a time designated by the Chair) for further discussion followed by a vote. Absentee ballots are included if they are cast before the end of the meeting. The vote is anonymous. The Chair participates in this meeting, but does not vote. Result of the vote becomes part of the dossier.

Chair evaluation. The Chair writes a separate evaluation of the candidate that also becomes a part of the dossier.

D. Salary Determination

Determination of annual salary adjustments is the responsibility of the Faculty Review Committee. Allocation of available resources by the committee should balance two principles: (a) rewarding comparable performance, distinction, and experience with comparable salary; (b) providing the support necessary to achieve the missions of the Department.

1. Criteria

Salaries are based primarily on merit, but may also be adjusted to reflect University set minima, remedial equity considerations, inflation, recruitment, and retention. Determination of merit is based on performance in research, teaching, and service. Research covers publications and also activities such as workshop and conference participation especially those that raise the profile of the Department. Teaching, in addition to preparations, number of students, evaluations, etc., also includes extraordinary teaching activities that are not compensated directly such as large sections, overloads, and exceptional service on dissertation committees. Service at all levels (profession, university, and department) will be considered.

2. Procedures

The Department office will maintain a file on each faculty member containing vitae and other documentation of their research, teaching, and service accomplishments. It is the responsibility of each faculty member to ensure that information in this file is up-to-date. In order to ensure consideration, files should be updated by January 15 (the due date for the annual Faculty Summary Report). The Chair will provide timely reminders to faculty.

The Faculty Review Committee will review materials in each file for accuracy and completeness. Each Committee member will then independently rank each faculty member in each of the three performance areas. The three scores for each area are then averaged and combined on a weighted basis (for example, 5 for research, 3 for teaching, and 1 for service). The resulting overall scores are used to allocate available funds. Salary increments may be computed as a fixed amount per unit of ranking score, as a percentage of each faculty member's base salary, or some combination of the two methods. The Committee will determine the exact weighting scheme and allocation method(s) to be used and will make them known prior to implementation.

E. Recruitment and Hiring

Recruitment of new faculty is a demanding, but essential, activity. Recruitment planning is often complicated by budgetary uncertainty. The procedure outlined here is the best case situation.

During the spring semester the Chair will negotiate with COAS concerning its recruiting authorization for the next year. The Department, based on recommendations from the Chair and the Executive Committee, will identify fields in which the Department will search. The Department Strategic Plan provides overall guidance on this matter. Following this decision the Chair will constitute a recruitment committee(s) to coordinate searching and screening. Advertisements of openings will be placed on a timely basis.

Normally at least two candidates will be invited to campus for each available position. Active participation in these visits by all faculty members is an important element in a successful outcome. Following a set of visits the Chair will convene a Faculty meeting as soon as possible. At this meeting the recruiting committee will report and make recommendations, followed by general discussion.

At the conclusion of the discussion votes on candidates will be taken. All faculty members in residence are eligible to vote. *If attendance is impossible, proxy votes can be given to any voting faculty member provided the Chair is notified before the meeting.* Non-attendees are encouraged to give their evaluation of candidates to their proxy. Junior candidates require a simple majority for an offer to be made. Tenured appointments require a two-thirds majority. If multiple candidates are voted favorably for a given position, further discussion and votes may be taken to establish sequencing of offers.