

UNIVERSITY OF SOUTH FLORIDA
College of Arts and Sciences
Department of Economics

Bylaws

(June 8, 2020)

Mission Statement: The mission of the Department of Economics is to advance economic literacy both inside and outside the University and to train professional economists for work in academic, business, and government organizations. The Department accomplishes this mission by offering general education coursework; undergraduate degrees in economics and in quantitative economics and econometrics through the College of Arts and Sciences; M.A. and Ph.D. programs in Economics; service courses to other programs; and by conducting and publishing high-level economic research.

ARTICLE I. Structure of the Department

A. *Membership*

1. The Department of Economics recognizes the principles of equity of assignment, resources and opportunities of faculty across a multi-campus university. The Department will confer on each faculty member one of the following classes of appointment. Each of these definitions apply equally to faculty on the Tampa, St. Petersburg, and Sarasota-Manatee campuses.
 - a. **Tenure-Track Faculty:** Individuals with appointments as assistant, associate, or full professors who are either tenured or eligible for tenure in the Department of Economics.
 - b. **Non Tenure-Track Faculty:** Individuals appointed as full-time instructors or lecturers who cannot be tenured when appointed and cannot become eligible for tenure.
 - c. **Courtesy Faculty:** Individuals holding professorial or professional rank in other departments or organizations; their appointments are granted on a continuing basis until such appointments are discontinued.
 - d. **Visiting Faculty**
 - (1) Individuals teaching full-time for a determinate period of time set forth in their employment contract.
 - (2) Individuals holding professorial rank outside the University who are invited to be in residence in the Department.

- e. Adjunct Faculty: Individuals who are employed to teach specific courses on a part-time, per-semester basis.
- f. Emeritus Faculty: Individuals who have retired from the Department and who, after having been granted emeritus status by the University, retain all of the privileges afforded such faculty by the University. At the discretion of the chair, they may be permitted to teach in the Department.

2. Faculty recruiting

- a. Tenure-track and instructors: Faculty recruitment will be conducted by search committees appointed by the chair for faculty categories a and b in Article I.A.1. All search committees will conduct searches consistent with College and University guidelines and recommend candidates to be invited to an interview. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses, see USF Consolidation Handbook. The roster of nominations will be presented to the faculty who will make the final decision as to whom to interview, subject to such administrative reviews as are required. For tenure-track positions only tenure-track faculty as defined in Article I.A.1.a are permitted to vote to invite candidates for on-campus interviews and for offers of employment. For instructor positions both tenure-track faculty and instructors as defined in Articles I.A.1.a and Articles I.A.1.b are permitted to vote. Recommendation to the chair to offer employment requires a majority vote of eligible faculty.
- b. Visiting faculty: A search committee is required for the appointment of visiting teaching faculty (as defined in Article I.A.1.d.(1)). The appointment of visiting teaching faculty must be approved by a majority vote of tenure-track faculty and instructors. The provisions do not apply to visiting non-teaching faculty, as defined in Article I.A.a.d.(2).
- c. Courtesy appointments: A search committee is not required for appointment of courtesy faculty, but the appointment must be approved by a majority vote of tenure-track faculty.
- d. Adjuncts and emeritus faculty: For adjunct faculty and for course assignment of emeritus faculty, appointment is at the discretion of the chair. In the case of adjunct faculty, the Adjunct Committee will make recommendations to the chair.

B. Chair

- 1. The chair is the executive officer of the Department and has the standard powers and responsibilities as delegated by the President, Provost, and College Dean. He or she is the official liaison between the Department and the Administration.
- 2. Duties of the chair include, but are not limited to, the following.

- a. The chair will convey information about the Department to the Administration, and from the Administration to the Department.
 - b. The chair supervises all Department staff positions.
 - c. The chair administers the Department budget and shares budget information with the faculty at least annually.
 - d. The chair or associate chair sets the assigned duties of the faculty, including teaching assignments.
 - e. The chair provides annual faculty evaluations as well as promotion and tenure recommendations; such evaluations and recommendations are separate from those that may be conducted by the Governance and Evaluation Committee.
3. Appointments of Department administrators
- a. Associate chair: The chair may appoint an associate chair after consultation with the faculty. This consultation may, at the chair's discretion, include a faculty vote. The chair should provide the faculty with a list of anticipated duties that will be assigned to the associate chair. The chair may recommend to the faculty that the associate chair receive a course-load reduction from his or her normal teaching load. This appointment must be approved by a majority vote of the faculty as defined in I.A.1.a and I.A.1.b.
 - b. Graduate program director(s): The chair will appoint either a single faculty member to administer both the Department's Ph.D. and M.A. programs, in which case the position shall be called the Graduate Program Director, or one faculty member to administer the Ph.D. program and another to administer the M.A. program, in which case the positions shall be called the Ph.D. Program Director and the M.A. Program Director, respectively. The graduate program director or the Ph.D. program director will serve as chair of the Department's Graduate Policy Committee. The faculty member administering the Ph.D. program will receive a one-course reduction from his or her standard academic year (two-semester) teaching load. The chair may recommend additional course reductions in teaching load for program directors, and any such appointment(s) must be approved by a majority of the faculty as defined in I.A.1.a and I.A.1.b.
 - c. Undergraduate program director: The chair will appoint a faculty member to administer the Department's undergraduate programs. The undergraduate program director will chair the Department's Undergraduate Policy Committee. The chair may recommend to the faculty that the undergraduate program director receive a course-load reduction from his or her normal teaching load. This appointment must be approved by a majority vote of the faculty as defined in I.A.1.a and I.A.1.b.
 - d. Campus Coordinators: The chair may, after consultation with the relevant campus faculty, appoint campus coordinators for one or both campuses that are not the chair's home campus. The chair may recommend to the faculty that the coordinators

receive a course-load reduction from their normal teaching loads.

4. Term of office

The chair shall serve a three-year term and be eligible for two consecutive terms. However, a different length of term of office may be negotiated between the College Dean and the chair nominee. The term should never exceed five years. If the chair wishes to serve a second term, he or she must submit his or her name for nomination. Should other senior faculty be nominated, the Department shall follow the internal search process. Absent other internal candidates, the Department shall conduct a secret-ballot vote of approval for the chair's nomination for a second term. The results of this vote will be made available to the College Dean.

5. Chair evaluation

- a. The chair shall be evaluated annually by the faculty, following the procedures set out by the College of Arts and Sciences.
- b. The chair shall also be evaluated annually by the Governance and Evaluation Committee, following the same procedures as for evaluation of faculty by the chair.

6. Chair removal

- a. Under Article II.B.1, the faculty has the right to call a meeting of the faculty. In the case of a meeting to discuss a recommendation to remove the chair, the called meeting shall be conducted by the Governance and Evaluation Committee.
- b. The faculty may recommend removal of the chair by a two-thirds majority vote, by secret ballot, of the faculty as defined in I.A.1.a and I.A.1.b.
- c. If the two-thirds vote is attained, the Governance and Evaluation Committee will report the recommendation for removal to the College Dean.

7. Chair search: During the fall semester prior to an anticipated vacancy in the chair position, the Governance and Evaluation Committee shall request the College Dean to communicate to the faculty the mode of search: internal, external, or a combination. If the College Dean requests input from the faculty on the search mode, the Governance and Evaluation Committee shall call a meeting of the faculty as defined in I.A.1.a and I.A.1.b. for that purpose and forward the Department's preferences to the College Dean.

Once the College Dean has made a decision on the mode of search, one of the following procedures shall be used:

- a. Internal search

All tenured associate and full professors in the Department are eligible. The Governance and Evaluation Committee shall seek nominations (including self-nominations) from eligible faculty and shall present to the faculty the list of nominees at a faculty meeting called by the Committee for this purpose. A deadline for nominations will be set for four days before the meeting. Nominees will be contacted at the deadline, and the list of nominees willing to serve will be announced three days before. No late nominations will be accepted. Should a nominee be a member of the Committee, he or she shall not participate in Committee duties involving chair selection. At this meeting nominees shall be afforded the opportunity to present the merits of their candidacy to the faculty as well as to address questions from the faculty. Nominees may withdraw from consideration prior to or at the conclusion of the session. After hearing from the nominees, and in the absence of nominees, faculty shall discuss each nominee.

Following the completion of the meeting, a secret-ballot vote will be conducted. Each eligible faculty member, as defined in I.A.1.a and I.A.1.b., including nominees, will cast two votes on his or her ballot: (1) whether or not each candidate is acceptable as chair and (2) provide a ranking of all candidates deemed acceptable. Votes will be accepted until a date determined at the meeting. The names of the candidates deemed acceptable by at least two-thirds of the faculty shall be submitted to the College Dean by the Governance and Evaluation Committee. The aggregate Department ranking of acceptable candidates will be forwarded to the College Dean unless he or she requests otherwise.

b. External Search

If the College Dean directs an external search, the faculty shall elect four members to the Chair Search Committee at a faculty meeting called by the Governance and Evaluation Committee. The College Dean shall have the option of appointing a fifth member to the Chair Search Committee. Eligible internal candidates may also apply for the chair position, but internal candidates shall be ineligible to serve on the Chair Search Committee. The Chair Search Committee shall elect its chair. The Chair Search Committee shall advertise the position in consultation with the faculty and with the approval of the College Dean.

Curriculum vitae of all applicants shall be made available in the Department office for faculty review. The chair of the Chair Search Committee shall receive faculty input in oral or in written form, screen all candidates, and present at most five candidates to the faculty for discussion. The list of faculty-approved candidates shall be forwarded to the College Dean. The Chair Search Committee shall arrange for the candidate interviews with the approval of the College Dean.

After the conclusion of the interviews, a faculty meeting shall be called by the Governance and Evaluation Committee to vote on the candidates. The Governance and Evaluation Committee, on the basis of the vote, shall rank the candidates and make available the ranking of the candidates by the faculty to the College Dean.

If the College Dean decides not to select any of the ranked candidates, the College Dean shall appoint an interim chair in consultation with the faculty and reopen the search.

C. Campus Coordinator

1. The principal responsibility of the Campus Coordinators will be to assist the department Chair. The specific duties of the Campus Coordinators will be determined by the department Chair and may include drawing up each semester's class schedule for the relevant campus, representing the Department throughout the University and serving as "acting Chair" in the absence of the department Chair, and acting as department representative on the relevant campus. The Campus Coordinator will allocate office space in the relevant campus according to article VI.
2. All full members of the Department are eligible to serve as Coordinator. The Campus Coordinator must identify their "home campus" as the campus for which they serve as Campus Coordinator.
3. The Campus Coordinator shall serve a three-year term. When a term expires or a vacancy occurs, the department Chair will consult with the faculty on the relevant campus, and/or solicit nominations (including self-nominations) directly from department members. After reviewing the nominations, the department Chair will, in consultation with the faculty on the relevant campus, select the Coordinator. There is no limit on the number of consecutive terms.

ARTICLE II. Faculty Meetings

A. *Quorum*: A quorum is defined as the presence, in person or by video conferencing of one-half of the faculty with voting privileges who are in residence for the semester during which the meeting is called. Faculty on sabbatical or on leave of absence are not considered to be in residence. Faculty who are not in residence for a semester may choose to attend a meeting in person. In such a case, and for the particular meeting, they are considered to be in residence. Meetings may be conducted in the absence of a quorum, but in such a case, no vote may be taken at the meeting. Balloting may be conducted electronically as well as at the meeting. Proxy votes are not permitted.

B. *Frequency*

1. The chair will convene the faculty at least once per academic year. Other meetings may be called by the chair as needed. Meetings may also be called by a petition signed by 30 percent of the faculty in residence. Meetings will be scheduled so as to maximize the number of faculty who can attend. All meetings will be announced via email at least 24 hours prior to the meeting, except in the unusual case of an emergency that the chair believes requires waiver of the requirement of 24-hour notice. Video conferencing will be allowed to all members of the Department on all three campuses.

2. In the case of regular meetings and for special meetings not of such an emergency character that pressure of time prevents, the chair shall announce the meeting. An agenda shall be sent by email least 24 hours before the meeting. Any faculty member may request that an item or items be placed on the agenda.

C. Conduct

1. Ordinarily the chair will preside over the faculty meeting. The chair may make proposals and suggestions, participate actively, and lead discussions, but shall not make formal motions. The chair is a voting member of the Department, and his or her right to vote is not confined to the case of breaking a tie. Maximum informality is desired in the conduct of faculty meetings; however, in case of unresolved disagreements as to procedure, *Robert's Rules of Order* shall apply.
2. A secret ballot will be taken if a personnel issue is involved if the chair believes the issue demands one or if any faculty member requests a secret ballot.
3. On issues concerning promotion, only faculty holding at least the rank to which the candidate is applying may vote on the candidacy. For purposes of voting on promotion, instructor levels 1, 2, and 3 are considered to be separate ranks.
4. On issues of tenure, only tenured faculty may vote.
5. Minutes of all meetings will be distributed to the faculty and kept as a permanent record in the Department. The actions taken regarding students, faculty, faculty recruiting, or other personnel matters will be confidential and will not be included in the general minutes. Records of such matters will be retained by the chair who shall make them available to the participating faculty member on request.

ARTICLE III. Committee Appointments and Functions

A. Standing Committees

1. Governance and Evaluation Committee
 - a. The duties of the Governance and Evaluation Committee shall consist of
 - (1) Annual meeting with untenured tenure-track faculty.
 - (2) Evaluation of candidates for promotion and/or tenure.
 - (3) Annual evaluation of those faculty who, upon receiving the chair's evaluation, request a separate evaluation from the Committee; such evaluation, however, will not be binding on the chair.
 - (4) Annual evaluation of the chair.

- (5) The committee may also develop policies concerning governance and evaluation. Any such proposals will be presented to the faculty for their consideration. Such action may be self-initiated by the Committee or a response to a request made by the chair or one of more faculty members.
 - b. The Governance and Evaluation Committee shall consist of 4 tenured members elected by Department faculty. All members of the Department defined under Article I.A.1.a and A.1.b are eligible to vote. Three members are to be elected each year. One of these three members will be elected to serve a two-year term and will serve as Committee chair in the second year. The remaining members shall serve a one-year term. No member can be elected in the year following completion of a term on the Committee. There will always be at least one member from a branch campus.
 - c. Faculty may be nominated for the Governance and Evaluation Committee by the chair, by themselves, or by any other faculty member. In the case of nominations by other faculty, the candidate should be asked for permission to be nominated before being nominated.
 - d. Committee elections should be held as soon as possible in the Fall Semester of each year.
2. Tenure and Promotion Committee: The G&E Committee serves as the T & P committee. All tenured faculty, regardless of home campus, vote on tenure and promotion to associate professor, and all Professors, regardless of home campus, vote on promotion to full professor.
 3. Graduate Policy Committee: This committee is chaired by the Ph.D. program director, or graduate program director if there is no separate Ph.D. and M.A. program directors, with the Department chair being an ex-officio member. The Committee has responsibility for developing and monitoring policies concerning the Department's M.A. and Ph.D. programs. Areas of responsibility include, but are not limited to, curriculum, admissions, and placement.
 4. Undergraduate Policy Committee: This committee is chaired by the undergraduate program director with the Department chair and undergraduate advisor being ex-officio members. The Committee has responsibility for developing and monitoring policies concerning the Department's undergraduate degree programs. Areas of responsibility include, but are not limited to, curriculum and degree requirements.
 5. Research Committee: This committee works with the Department chair to allocate resources related to the scholarly activity of faculty. This includes travel and technology related funds. The Committee also has responsibility for organizing Department seminars.

6. Adjunct Committee: This committee is appointed by the Department chair to advise on appointment of adjunct faculty.

B. *Ad Hoc Committees:* The Department chair may also appoint ad hoc committees to address issues that lie outside the purview of the standing committees.

C. Faculty Senate: The Department of Economics will hold elections whenever the Faculty Senate seat for the department is vacant; the result will be forwarded to the Faculty Senate Office.

ARTICLE IV. Annual Evaluations and Merit Pay Criteria

A. *Teaching*

Within this category, performance in the classroom is of the highest order. The amount and quality of teaching in different areas at varying levels of sophistication will be considered. Factors that may be included in the evaluation are:

1. Student evaluations of teaching.
2. Results from common finals, if administered.
3. Variations in grading.
4. Exit questionnaires administered to graduating seniors.
5. Tests, syllabi, problem sets, etc., used in the classroom.

6. Participation in student research including but not limited to dissertation supervision and committee membership, leading and independent study, chairing or participation on an honors thesis committee.

7. Service on MA oral exam committees.

B. *Research*

Evidence of the quantity and quality of research and other scholarly work is measured by the following, where the order generally indicates priority.

1. Research culminating in refereed journal articles, scholarly books, and scholarly monographs.
2. Completed grant-funded research reports.
3. Authorship of textbooks.

4. Other documentable academic research activities, such as papers presented at professional meetings, publication in non-refereed academic and professional journals, book reviews, and working papers.

C. Service

Service is divided into two categories: (1) University and professional service, and (2) other service. The former will be rewarded more highly than the latter. In either case the quality, quantity, and importance of the service will be weighted. While service in Category 1 weighs more heavily than that in Category 2, the following order of meritorious service within each category has no significance.

1. University and professional service (two sub-categories)

- a. University service

This is assigned work in the Department, College, University, and the State University System. Such service will usually entail committee work. Simply being a member of a committee does not necessarily warrant merit pay. Attendance at meetings and active participation will be rewarded. Service on committees that require more time and effort will be rewarded more handsomely. Anyone who is a committee chair will be rewarded more highly.

- b. Professional service

- (1) Service as an officer in an economics association.
- (2) Service as a reader or referee for a journal.
- (3) Service as a program director for economics meetings.
- (4) Service as a chair or discussant at an economics meeting.
- (5) Service as a reader of and consultant to colleagues' research.

2. Other Service: Non-remunerated service to other educational and community organizations except political organizations

While committee work will be the typical service work assigned to a faculty member, types of other meritorious service are listed below. (The list is not meant to be exhaustive, and the order has no significance.)

- a. Service to government and educational organizations.
- b. Service to public schools.
- c. Speeches, consultations, or other activities performed for the public.

- d. Work with professional and academic organizations.
- e. Research performed for public and private organizations.
- f. Professional work with community organizations.

D. *Evaluation Procedure*

1. To facilitate evaluation, Department annual assignments shall be made in conformity with the University's required annual evaluation form. Regional Chancellors or their designee will provide formal written input prior to a College Dean completing the performance appraisal, see USF Consolidation Handbook.
2. The chair will evaluate faculty performance in all categories in which assignments and/or accomplishments have been declared. Service and accomplishments in addition to assigned duties will be recognized and evaluated. All materials submitted for the evaluation process will be considered confidential. Normally, tenure-track individuals will have assignments in at least teaching, research, and service categories. Submitted information for evaluation in these categories may include courses taught in each term during the relevant year, student evaluations associated with those courses, other teaching information, papers appearing in print in refereed journals, papers accepted for publication in refereed journals, papers currently submitted for publication in refereed journals, new working papers, working papers revised during the past year, scholarly books and monographs, completed grant-funded research reports, textbooks, papers presented at professional meetings, publications in non-refereed academic and professional journals, book reviews, other research completed or in progress, service to the University, service to the profession, and other services.
3. By February 15, each faculty member will submit an annual report for the previous twelve months. By March 15, the chair will complete the required annual evaluation form, including merit-pay recommendation, and return it to each faculty member. If any part of the evaluation is unacceptable to the faculty member, the Governance and Evaluation Committee will perform a reevaluation at the request of the faculty member.
4. In a case in which the Governance and Evaluation Committee regards the chair's merit-pay raise recommendation as inappropriate in light of the Committee's evaluation, the Committee may forward a written report to the College Dean stating its position concerning the evaluation and merit-pay recommendation for the faculty member involved.

ARTICLE V. Allocation of Summer Teaching

A. *Order of Precedence in Assignment:* Subject to programmatic needs, summer courses will be assigned in the following order.

1. Full-time faculty whose teaching was rated as at least "Satisfactory" by the chair for the previous year.

- a. The graduate program director or the Ph.D. program director, one course.
 - b. Faculty who did not teach the previous summer, nor who received University-paid released time, one courses. It is understood that externally-financed grants are not counted as university-paid support.
 - c. Faculty who taught one course the previous summer or who received University-paid released time equivalent to no more than one course, one course.
 - d. Faculty who taught two courses the previous summer or received University-paid released time equivalent to no more than two courses, one course.
 - e. Faculty who received University-paid released time equivalent to more than one course, one course.
 - f. Faculty in category 1.b., a second course.
 - g. Faculty in category 1.c, a second course.
 - h. Faculty in category 1.d, a second course.
 - i. Faculty in category 1.e, a second course
2. Faculty whose teaching rating by the chair was “Weak,” a through h as in 1.
 3. Faculty whose teaching rating by the chair was “Unsatisfactory,” no teaching support under any circumstances.

B. *In Case of a “Tie”*

When available funds are insufficient to provide courses to everyone within a category, the “tie” should be broken by first allocating a course to the individual whose average per-year summer support from the University is least over the previous five years of service. For those faculty who are with the Department fewer than five years, average summer support will be calculated over the number years for which they were members of the Department.

ARTICLE VI. Allocation of Office Space

A. *Administrative Offices*

The faculty will determine which offices will be dedicated to the chair, the graduate program director(s), and non-faculty administrative positions, including the office manager and the undergraduate advisor, as well as to any other special-use purposes prior to allocating office space to remaining faculty members (as defined in Article I.A.1.a and I.A.1.b).

B. *Priority for Remaining Offices*

1. By rank
 - a. Professor
 - b. Associate professor
 - c. Assistant professor
 - d. Instructor
2. Within a given academic rank, priority will be given to faculty with the greatest seniority in years as a member of the Department. Should two or more members hold an equal ranking, priority will be determined by a random draw.

C. *Other Considerations*

1. A ranking only gives a faculty member the option to select an office at his or her slot in the ranking. Faculty members are free to exchange their slots in the ranking with other faculty.
2. When a faculty member vacates his or her office, this allocation system will be used to determine which faculty member has priority to occupy the vacated office (if he or she so desires). When the chair or graduate program director leaves that position, he or she will have access to any vacant office according to the above allocation system.

ARTICLE VII. Articulation

It is recognized that this document may not contravene the constitution and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

Approved Dean's and Provost's Offices, June 10, 2020