

Department By-laws
Department of Economics
9/1/2008

I. Introduction

This document sets forth the authority, functions, organization, rules and by-laws of the Department of Economics of the University of Colorado Denver (hereinafter referred to as the *Department*). This document is intended to be interpreted and applied in a manner consistent with the Rules of the University of Colorado, Board of Regents. In the event of a conflict, the Rules of the Regents take precedence.

II. Departmental Organization

a. Department Chairperson

The chairperson of the Department is responsible for the administration of the Department, including preparation of the budget and the teaching schedule, hiring and supervision of staff, submitting salary recommendations and overseeing the business operations of the Department. The Chairperson is expected to seek the advice of faculty and to provide for the conduct of Department affairs in an orderly fashion through meetings and the appointment of appropriate officers and committees. The Chairperson serves as the conduit of information between the Department faculty and the University administration and in this role is responsible for communicating recommendations and decisions by the Department to the administration.

b. Faculty

The faculty of the Department consist of tenured and tenure-track faculty, emeritus faculty and instructors and lecturers. Faculty participation is critical to the governance of the department and input will be sought from all appropriate faculty at the discretion of the Chairperson.. However, only tenured and tenure-track faculty rostered in the Department, including the Department Chairperson, are eligible to vote on Departmental matters. (Hereinafter these members are referred to as the *voting faculty*). Any faculty member with more than a 50% appointment in Economics on our campus is considered to be 'rostered' in the Department. Other faculty will be consulted on Departmental matters related to their contributions and responsibilities within the department.

III. Departmental Administration and Decision-making

The Department has the following general principles of governance. Policy and program decisions are made by consultation between the Department faculty and the Chairperson. Whenever practical, this consultation will take place at a meeting of the faculty. (If a faculty meeting is impractical, matters of greatest importance should receive the widest consultation. Matters of less general importance should be resolved with the persons most affected.) Votes in faculty meetings and Departmental committees are by simple majority rule unless specified elsewhere in these by-laws. Voting procedures shall allow an opportunity for all opinions to be heard and considered. Powers and responsibilities related to Department governance that are not specified here rest with the Department Chairperson. The remainder of these by-laws describes procedures followed in specific areas of Departmental governance.

a. Selection of a Department Chairperson

- i. Appointment. The Department Chairperson serves at the discretion of the Dean of the College of Arts and Sciences. The Department will hold an election and forward its recommendation to the Dean.
- ii. Eligibility. The Chairperson will be a tenured faculty member of the Department, or if selected from outside of the University, eligible for tenure within the Department.
- iii. Term of Service. The term of the Department Chairperson will be three years unless specified otherwise at the time of the election and appointment by the Dean. A Chairperson may serve more than one term if re-elected by the Department and reappointed by the Dean.
- iv. Election. The Department will select an election official (from among the voting faculty). The election official will call for nominations for a period of at least one week, and an election date will be set. The voting faculty will meet to discuss the candidates and voting will take place by secret ballot. The votes will be counted by the election official. If no candidate receives a majority of the votes cast on the first ballot, another vote will be taken to choose from the two top vote-getters. The name of the Chair-elect will be reported to the Department and recommended to the Dean of the College of Arts and Sciences.

b. Department Meetings

- i. Meetings of the full faculty or voting faculty will be called throughout the year by the Chairperson, who also chairs the meeting. Agendas for the meeting will be distributed in advance. Any faculty member may propose agenda items to the Chairperson.
- ii. A simple majority of the voting faculty constitutes a quorum.

- iii. Ballot issues are decided by a majority of the voting faculty who cast a vote. Members who are absent may give their proxies to the Chairperson.
- iv. Minutes will be taken at all meetings in which a vote is taken.

IV. Annual Merit Review

The Department will conduct annual merit reviews of all voting faculty and instructors.

- a. Department evaluation of the voting faculty.
 - i. All voting faculty members will submit FRPAs to the Program Assistant.
 - ii. The Department Chairperson will distribute the completed FRPAs and FCQ summary sheets to all voting faculty.
 - iii. In keeping with the Department Merit Criteria Guidelines, each member of the voting faculty (except the Chairperson) will submit numeric ratings of the teaching, research and service performance of each of the faculty members to the Program Assistant.
 - iv. The Program Assistant will compute averages (eliminating the highest and lowest scores) for each faculty member in each area.
 - v. The voting faculty may meet (any faculty member may request a meeting) to discuss possible changes to the scores. During that meeting adjustments to the scores by consensus of the voting faculty (except the Chairperson) will be made.
- b. Department evaluation of instructors
 - i. All instructors will submit FRPAs to the Program Assistant.
 - ii. A sub-committee is appointed by the Chairperson. FRPAs for each instructor will be distributed to the committee and each member will submit numeric ratings of the teaching of each of the instructors. The Program Assistant will compute averages for each faculty member.
 - iii. Instructors will meet with the Chairperson to discuss and determine the final scores.
- c. Evaluation of voting faculty and instructors by the Chairperson
 - i. The Department Chairperson will meet individually with each faculty member to discuss the Chairperson's evaluation of annual performance and to discuss goals for the upcoming year.
- d. Evaluation of the voting faculty and instructors by the Dean
 - i. The Department Chairperson will submit FRPAs and Departmental evaluation forms for each faculty member to the Dean's office for salary adjustment.

V. Reappointment, Tenure and Promotion

The materials included in the dossier for reappointment, tenure or promotion will be in keeping with the Laws of the Regents.

- a. The Department Chairperson will receive a list of potential external reviewers from the candidate and the Department faculty. The Chairperson will solicit letters from external reviewers.
- b. The candidate will provide the Chairperson with a current curriculum vitae and copies of published articles and working papers for dissemination to external reviewers.
- c. The Chairperson will appoint three committees to review the candidate's record of research, teaching and service. Each committee will consist of at least two members of the voting faculty. The chair of each committee must be a tenured faculty member. Where possible, in the case of promotion to full professor, each committee will be chaired by a full professor.
- d. Each committee will prepare a report to the voting faculty for inclusion in the candidate's dossier.
- e. Upon review of the dossier and the completion of three committee reports, the dossier will be available for examination by all department members.
- f. The department will schedule a meeting at least one week after the completion of the dossier. At the meeting, the chair of each committee will present the committee's report and a general discussion will take place.
- g. A vote is taken on the issue of reappointment, tenure or promotion. . Only tenured faculty vote on comprehensive reviews and reviews for tenure and promotion to Associate Professor. Only Full Professors vote on decisions regarding promotion to Full Professor. The Chairperson notifies the candidate of the vote.
- h. The Chairperson writes a letter summarizing the discussion and recommendation of the faculty. This letter must include a report of the vote by the appropriate faculty. If the Chairperson disagrees with the recommendation of the Department, he or she states that in the letter and provides an explanation for the decision.
- i. The candidate, with the assistance of the Chairperson prepares the dossier for presentation to the Dean.

VI. Hiring Procedures

- a. A Hiring Committee will be formed by the voting faculty. . The Hiring Committee may consist of the entire voting faculty or some subset thereof. Outside members may also be appointed.
- b. After consultation with the faculty, the Hiring Committee will write and post a job description, will select and interview candidates and will develop a list of candidates to be invited to campus.
- c. The candidates will visit the campus. All faculty members will be provided an opportunity to meet with each candidate and attend the candidate's research seminar.
- d. The faculty will provide input to the Hiring Committee evaluating the short list candidates.

- e. The candidate recommended to the Dean for hiring will be decided by a majority vote of the Hiring Committee.
- f. The Chairperson will negotiate with the candidate and the Dean of the College of Arts and Sciences over the possible terms of the contract, after which time an official offer from the Dean and the Provost will be made in writing.

VII. Scheduling of Courses

- a. Teaching schedules are determined by the Chairperson in consultation with the faculty. Individual faculty members' preferences will be taken into account, but the needs of the Department will take precedence.

VIII. Department Budget

Transparency on budget issues is a primary consideration in the operation of the Department.

- a. The Department Chairperson will consult the faculty in the development of the Department budget.
- b. The Department Chairperson will consult with faculty regarding substantial changes to the budget during the fiscal year.
- c. The Department Chairperson will report to the faculty at the end of the year on the uses of Departmental funds.
- d. Each Department member has the right to ask for a budget report at any time during the year. This will be provided within two weeks by the Chairperson in collaboration with the Program Assistant.

IX. Amending the By-laws

- a. Amendments to the by-laws may be initiated by any voting member of the Department. A meeting to vote to amend the by-laws must be preceded by two weeks notice.
- b. A two-thirds majority of the voting faculty is required to amend the Department by-laws.