

DEPARTMENT OF ECONOMICS -- REVISED POLICY STATEMENT

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Section 1 – Mandatory Policies

1.1.a. Mandatory Opening Paragraph

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision-making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

1.1.b. Definition of Terms

In these policy statements, the expression "Meeting of the Department Faculty" means a meeting of the board appointed faculty but not including the Chairperson. The expression "Department Meeting" means a meeting of the board appointed faculty with the Chairperson. The "Agreement" refers to the current Western/WMU-AAUP Agreement.

1.2 Tenure process, particularly criteria and methods

Tenure reviews shall be conducted according to the procedures and schedule specified in the Agreement. Evaluations will follow the details outlined in Article 17.4 concerning the qualifying requirements and relative importance of judgmental criteria.

The Department Tenure Review Committee shall be comprised of all tenured members of the Department (excluding the Department Chairperson). A quorum of two-thirds of the committee shall be necessary for the conduct of committee business. The Chairperson of the Department Tenure Review Committee shall be selected at the first meeting of the Committee.

Faculty on sabbatical leave, on a leave of absence, or absent due to phased retirement shall be given the opportunity to participate, in person, in committee meetings and to vote on all committee motions. The TRC Chairperson shall inform those members of upcoming tenure reviews. Those members who are unable to attend in person may submit absentee votes to the TRC Chairperson, except in cases of appeal, in which participation/voting must be in person.

In evaluations of Economics faculty for professional recognition, evaluators shall be aware that for multi-author journal articles, author order does not communicate relative contribution. Additionally, for economists, the more typical research outlet is peer-reviewed professional journals.

Upon completion of the tenure review by the Departmental Promotion Committee, the Committee's Chairperson shall inform the member under review of the recommendation respecting his/her tenure, and the Chairperson of the committee shall report the recommendations of the committee to the Department Chairperson and to all tenured board appointed Department faculty.

Appeal Procedures

Appeal procedures are to follow the procedures and timeline as specified in the Agreement (17.10).

1.3 Promotion process, particularly criteria and methods (see Article 18)

Promotion reviews shall be conducted according to the schedule specified in the Agreement. Each faculty member eligible for promotion review shall be notified of this fact at least three weeks before any meeting is held or other action is taken relating to that member's promotion, and shall be invited to submit records and information to the Department Promotion Committee (PC) for its use in developing promotion recommendations. This committee shall consider this and all other available information, including student and peer evaluations, and shall develop a recommendation for each faculty member being reviewed. The committee shall use the criteria established in the Agreement in formulating their evaluations. The Chairperson of the committee shall inform the faculty member under review of the recommendation respecting his/her promotion, and the Chairperson of the committee shall report the recommendations of the committee to the Department Chairperson and to the members of the PC.

- a. Composition of the Promotion Committee (PC): The Promotion Committee shall consist of all faculty members who are above the rank of the candidate for promotion.
- b. Chairperson: The chairperson of the PC shall be elected for a one year term at the first meeting of the committee.
- c. Qualifying Criteria: Qualifying criteria shall be as specified in the Agreement. The Ph.D. degree is required for promotion to the rank of assistant professor, associate professor, and professor.
- d. Judgmental Criteria-The criteria for recommending promotion to the associate professor and professor ranks are as follows (as delineated in Article 18.3 in the Agreement):
 - (i) Professional competence (competence in teaching)
 - (ii) Professional recognition (quality of research)
 - (iii) Professional service

Quality of research will be evaluated by the Department's Promotion Committee based on the published articles, monographs, and books of the faculty member. Works accepted for publication will also be considered. As noted previously for tenure decisions, in the field of economics, refereed journal articles tend to carry more weight than published books, and author order does not reflect relative contribution. Promotion from associate professor to professor shall not be recommended without evidence of substantial publication since the individual's last promotion.

In accordance with the Agreement, candidates for promotion will be scored on each of the three criteria as outstanding, substantial, significant, satisfactory, or unsatisfactory. The Agreement sets the standard for promotion. In recommending faculty for promotion, the Promotion Committee will adhere to those standards.

e. Appeal Procedures:

Appeal procedures will follow the procedures and timelines as specified in the Agreement.

g. Absentee Ballots: Committee members on sabbatical leave or faculty absent due to phased retirement, shall be given the opportunity to participate in promotion reviews in person. The Chairperson of the PC shall inform those members of upcoming promotion reviews. Those members who are unable to attend, may give their absentee ballots to the Chairperson of the PC. In case of appeal, however, participation must be in person. Votes by proxy are not admissible in all matters of promotion.

1.4 Appointments and reappointment of faculty and faculty specialists (see Article 14)

When it appears likely that new faculty members will be appointed, the Department Chairperson will consult with the Executive Committee to develop recommendations to the Department regarding areas in which new members are needed. These recommendations will be offered to the faculty at a Department meeting and votes will be taken to determine hiring priorities. A Personnel Committee consisting of not fewer than three and not more than five members will be formed. The Department will recommend faculty to the Chair for membership on the PC and the Chairperson will select the members of the committee.

Appointment and reappointment of Part-time and term-appointed faculty shall be handled by the Department Chair in consultation with the relevant program committee. Evaluation of term appointees shall be handled by the relevant tenure and promotion committee following the procedures and timelines stipulated in the Agreement.

1.5 Equitable summer teaching and EUP teaching distribution (see Articles 31 and 41)

1.5a. Equitable Summer Teaching

Basic Rules for Preparation of Equitable Summer Teaching Distribution List

1. Each faculty will reply to Department Chair's request for information early in the Fall semester, according to the deadline specified by the Chair. The information collected will include the following:

- (a) Whether they are interested in teaching during the next summer sessions; (Yes/No).
- (b) If interested indicated in (a) above, prefer one or two courses?
- (c) If interest indicated in (a) above, is one session preferred and if yes, which session?
- (d) If interested in two courses, willing to accept split session assignment?

2. The Department Chairperson will prepare the summer teaching opportunity list in the following priority ordering:

(a) If a faculty member's summer course is cancelled due to low enrollment, they will not be reassigned a course to which another faculty member has already been assigned. However, in the following year, faculty whose courses were cancelled due to low enrollment will move to the top of the job opportunities' list and, in addition, will be given priority when summer courses are assigned to faculty. Specifically, the chair will assign these faculty to summer courses whose enrollments typically have exceeded the minimum number of students required for a course to be taught in a summer session, assuming that the faculty member is qualified to teach such a course.

(b) Persons who chose to teach but did not get an assignment during the previous year are placed at the top of the list, their relative order following their respective relative positions in the previous year's job opportunity list.

(c) Next will be faculty who chose not to teach during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(d) Next will be faculty who taught only one course during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(e) Next will be faculty who taught two courses during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(f) Next will be new fulltime faculty serving in their first year.

3. The Department Chairperson will present the prepared job opportunity list to the faculty in the Economics Department faculty meeting for verification of the compliance of the equitable summer teaching distribution rules. The Department Chairperson will allocate available teaching opportunities in the manner consistent with the ratified list and will attempt to meet with the stated preferences of the faculty to the extent possible.

1.5b. EUP Teaching Distribution

EUP teaching assignments will be determined as follows:

1. If a faculty initiates an EUP teaching proposal, (s)he will need to submit the proposal to the Department Chairperson in the Fall Semester and present the proposal at a Department Meeting for approval of the possible offering of the course subject to budget availability and enrollment requirements. The faculty who initiates and develops the new EUP course will have priority to teach that course for five more times consecutively as the opportunity arises. If the opportunity to teach that EUP course arises after such course has been offered for six times, the Department Chairperson will make teaching assignment following the same rule of distribution and rotation as described in the next paragraph.
2. If a EUP teaching opportunity arises from outside of the Department, the Department Chairperson will inform the Economics Department faculty of the opportunity and invite interested faculty to express his or her intention to be considered for the teaching assignment.

(a) If this EUP initiated course is a traditional face-to-face course, the Department Chairperson will have discretion to assign a suitable person to teach the course. If more than one qualified faculty member expresses interest in teaching that course, a lottery will be conducted by the Department Chairperson in the presence of the Research Rotation and Sabbatical Review Committee members to determine the priority order of teaching that course among the candidates. Henceforth the Department Chairperson will use the rotation list so created to make subsequent assignments in consultation with the Research Rotation and Sabbatical Review Committee members. The maintenance and updating of this rotation list will follow procedure used in preparing the summer teaching rotation list as described above.

(b) If this EUP initiated course is an online course and if more than one faculty member expresses interest in teaching that course, the Department Chairperson, in consultation of the Research and Rotation Committee members, will select the faculty for that assignment. In principle, interested faculty with expertise in the subject area of that course and with demonstrated online teaching capability will be considered for assignment. The faculty who is selected to teach that course will have priority to teach that course for four more times consecutively as the opportunity arises. If the opportunity to teach that EUP online course arises after such course has been offered for five times, the Department Chairperson will inform the Economics Department faculty of the opportunity and invite interested faculty, including the originally assigned faculty, to express his or her intention to be considered for the teaching assignment. The same procedure and similar criteria will be used for the subsequent teaching assignments.

1.6 Evaluation of faculty, including response rates (see Article 16)

Student evaluation of faculty will conform to relevant articles in the Agreement.

1.7 Sabbatical Leave (see Article 26)

A sabbatical leave is intended to provide the faculty member with an opportunity to undertake a new research project or complete research projects (or other creative activity) which make a contribution to the advancement of knowledge within the discipline, or to develop expertise in a new area or in an area related to his/her present major academic interest. Faculty eligibility shall be determined by the Agreement.

1.7.a. Faculty Eligibility

Eligibility for sabbatical leave shall be consistent with the WMU-AAUP Agreement. Tenured members of the Department faculty who have served in the Department with academic rank for six consecutive years are eligible to apply for sabbatical leave. Applications for sabbatical leave in the following fiscal year should be submitted as soon as possible at the beginning of the Fall term, in accordance with the timeline delineated in the Agreement.

1.7.b. Department Research Release and Sabbatical Review Committee (RRSR)

Sabbatical leave applications shall be submitted to the Department's Research Release and Sabbatical Review Committee (RRSR) for evaluation.

1.7.c. Committee Evaluation Procedures

The Research Release and Sabbatical Review Committee (RRSR) shall consider each application on its merits, in terms of projected benefits for the individual, for the Department, and for the University. More specifically, the Committee should consider the following:

- i) The proposal itself
 - a) clarity of the proposal, including timetable for completion, outline of the problem, and completeness of references
 - b) overall quality of the proposal, including its potential for contribution to knowledge
- ii) The individual conducting the research
 - a) whether the project will contribute to the individual's professional competence and/or professional recognition
 - b) the ability of the individual to complete the proposed research,
- iii) The effects on the University
 - a) extend the reputation of Western Michigan University
 - b) contribute to knowledge in the discipline

1.7.d. Department Evaluation Procedures

At a regular or special meeting of the Department, to be held not later than 10 days before the deadline for submitting sabbatical leave applications to the University, the RRSR Committee shall present its recommendations to the faculty. After discussion, the Department shall vote to recommend acceptance or denial of each application and shall, if necessary, vote to recommend a priority ordering among applications.

1.7.e. Appeals

A candidate whose application is not recommended for acceptance, or whose application has been given a low priority by the Department, may appeal for a second meeting of the Department, and may submit additional information to support the application. A second meeting of the Department shall be held soon enough to assure consideration of the appeal before the deadline for applications to the University. All appeals must conform with the provisions of the Western/WMU-AAUP Agreement.

1.7.f. Forwarding of Materials to the Department Chair

All sabbatical applications and departmental recommendations shall be forwarded to the Department Chairperson.

Section 2 -- Permissive Policies

2.1 Alternate academic year appointments

Agreements concerning alternate academic year appointments may be negotiated by the Department Chair and the faculty member, per the Agreement.

2.2 Class schedules

The Department Chairperson shall discuss proposed class schedules with individual faculty members prior to the date for submission of class schedules. Faculty members may discuss modifications to their proposed assignments with the Department chairperson; and other Department faculty may provide recommendations to the Chairperson about such assignments.

When scheduling concerns arise due to faculty shortage or evolving needs with regard to class structure (traditional, hybrid, online), the Department Chairperson may choose to consult with the Executive Committee as well as the GP and UP Directors.

2.3 Class sizes

See language on workload delineated in Section 2.5.

2.4 Appointment and removal of department chair/director

2.4.a Recommending Appointment of Department Chairperson

When a chairperson is to be selected, the Department shall follow the procedure and timeline as outlined by the current Dean of the College of Arts and Sciences.

Generally, the Executive Committee shall consult with the Chairperson and the Dean and shall distribute a brief description of the function and duties of the office to all members of the Department faculty. The Committee also shall informally question all faculty members and the Chairperson about their desire to be considered for Chairperson. The Executive Committee shall set a date for a Department Meeting to make recommendations on the selection of the Chairperson. This date shall be approximately two weeks after the distribution of the job description.

At the Department Meeting called to discuss those willing to serve as Department Chair, the Executive Committee shall report the names of those who desire to be considered for nomination. The department will send to the dean the name of each person who has indicated a willingness to serve as Department Chair, along with any feedback provided by faculty members.

2.4.b. Recommending Removal of Department Chairperson

A special Meeting of the Department Faculty shall be called by the Chairperson of the Executive Committee if, at any time, 40 percent or more of the Department Faculty petition, in writing to the Executive Committee, for the removal of the Chairperson. The Chairperson shall be invited to submit to

this meeting written answers to any questions raised in the petitions and may appear in person at this meeting to make a statement and to answer questions. The Chairperson of the Executive Committee then shall inform the Dean of the situation. After not less than one week and not more than two weeks, the Department Faculty shall meet and, after due deliberation, shall vote, by secret ballot, on whether to recommend that the Chairperson be removed from that position. If 2/3 of the Department Faculty vote to recommend removal, the Chairperson of the Executive Committee shall notify the Chairperson of the Department and the Dean of this recommendation.

2.5 Measuring workload in terms of credit hours (see Article 42)

Due to the variety of courses offered by the Department, it is necessary to specify the workload credit that faculty will be given for teaching particular types of courses. Faculty should also be given workload credit for extraordinary service to the department, university, and community. The following workload assignments/reductions are agreed upon by the tenured and tenure-track faculty of the Economics Department. These details follow Articles 42.1, 42.3, and 42.4 of the Agreement.

2.5.a. Objectives: The Department seeks to accomplish the following objectives: (1) conformity with the Western/WMU-AAUP Agreement; (2) full and effective service from all faculty; (3) balance among teaching, research, and governance responsibilities; and (4) fair distribution of workload.

2.5.b. Definitions: The normal workload for faculty shall be as specified in the Agreement.

2.5.c. Workload Credits: Workload credits shall be assigned as listed and described below.

Faculty will be given 3 hours of workload credit for teaching a 1000 or 2000 level course with a cap of 50 students or fewer. Faculty teaching 1000 or 2000 level courses will receive an additional hour of workload credit for every additional 50 students or part thereof added to the cap. For example, a faculty member will receive 4 hours of workload credit for teaching a 1000 or 2000 level course capped at 100 students, 6 hours of credit for such a course capped at 200 students, etc.

Faculty asked to teach a section of a 1000 or 2000 level course with a cap of 200 or more students will have the right to opt for teaching two sections capped at 100 students.

Faculty will be given 3 hours of workload credit for teaching a 3000 or 4000 level course with a cap of 35 students or fewer. Instructors of these courses will receive an additional hour of workload credit for every additional 35 students or part thereof added to the cap. For example, a faculty member teaching a section capped at 70 students will be given 4 hours of workload credit, etc.

Faculty teaching a course designated as writing intensive will be given 3 hours of workload credit for a section capped at 25 students, and an additional hour of workload credit for every 10 students or part thereof added to the cap.

For 5000 or 6000 level courses, there shall be no caps. It is recommended that this policy be re-visited should class sizes become a concern in the future. Faculty teaching a 5000 or 6000 level course will be given 4 hours of workload credit.

Faculty given teaching assignments requiring 3 or more preparations in a semester will be given 1 hour of workload credit.

Faculty serving as either the GP Director or the UP Director will be given a minimum of 4 workload credits and a maximum of 6 hours of workload credit per academic year for their service.

Assigning workload credit for research: Under a timeline determined and announced by the Department Chairperson, once a year each faculty member who wishes to submit an application for research release time for the following academic year will provide the information requested by the Department Chairperson. This information will include details concerning professional activity in the past 5 years (including professional presentations and publications) along with a description of the research project proposal. The Department Chairperson may request other information, including information regarding directing undergraduate and graduate research. Applications will be submitted to the Research Release and Sabbatical Review Committee for evaluation. The RRSR Committee will determine which applications are worthy of research workload release time and for those deemed worthy, the RRSR will rank order. The RRSR evaluations will be presented to the department at a faculty meeting and upon approval by the Department, will be submitted to the Department Chairman to serve as recommendations for research workload credit hours.

2.5.d. Additional Notes

- (1) Essential studies class size caps take precedent. Courses listed in the ES curriculum will be capped according to guidelines established by ES guidelines.
- (2) Workload credits are assigned based on the posted course cap.
- (3) Workload credits that reduce the amount of teaching performed by a faculty member cannot lower the faculty member's teaching workload to fewer than 6 credit hours per academic year. Additionally, it is suggested that each department faculty member teach at least one course per semester.
- (4) A faculty member will not be obligated to make up loss of workload credits in the event of course cancellation that occurs too late to schedule a replacement course;
- (5) It is suggested that the Department Chair consider the challenge of teaching very large sections and make reasonable effort to distribute this burden across the entire fulltime faculty.
- (6) Faculty will receive workload credit for extraordinary service commitments to the department, college, university, and broader academic community (as stipulated in Article 42.5.2). Examples of such service commitments may include, but are not limited to, organizing and managing the Friday seminar series, organizing and managing the Sichel Lecture Series, Senate Council Membership, and serving as Faculty Senator.

Section 3 -- Curricular and Budgetary Policies

3.1 Department degree requirements

Proposals for changes in undergraduate Economics major and minor requirements shall be referred to the Undergraduate Programs Committee which shall submit its recommendations to the Department at a Department Meeting. Changes approved by voting at the Department Meeting are recommendations to the Chairperson.

Proposals for changes in graduate degree requirements shall be referred to the Graduate Programs Committee which shall submit its recommendations to the Department at a Department Meeting. Changes approved by voting at a Department Meeting are recommendations to the Chairperson.

3.2 Department curricular offerings

Proposals for adding new courses, changing courses, or dropping courses shall be submitted in writing to the Undergraduate Programs Committee for undergraduate courses or to the Graduate Programs Committee for graduate courses. 500-level courses will be reviewed by both Committees. These Committees shall make recommendations to the Department at a Department Meeting regarding each proposal. Proposals approved by voting at a Department Meeting will be submitted to the Chairperson.

3.3 Department program development and discontinuance

The Department (under the guidance of the Department Chairperson and the EC), will conduct periodic program reviews in consultation with the relevant program committees.

Proposals for program revision or discontinuance should be submitted in writing to the EC and the relevant program committees and also communicated to the entire faculty.

3.4 Department budget allocations

The Department Budget shall be available upon request to each member of the Department Faculty according to procedures specified in the Agreement. The Department Chairperson is encouraged to discuss budget allocation questions with the EC. The Department may vote budget recommendations to the Chairperson.

Travel for the purpose of participation in programs of professional associations and other professional activities shall be considered a priority in departmental budget allocations.

Section 4 -- Process and Structure - Process and structure for making faculty recommendations (w/in the faculty prerogative as specified in the Agreement)

4.1 Departmental procedures regarding departmental decision making

At all meetings of the Department and of the Department Faculty, no action may be taken unless a quorum is present. Fifty percent of the members (those on leave who are not in attendance are excluded) of the Department of Economics shall constitute a quorum. A simple majority of those present shall be required for action unless otherwise provided in this policy statement. Every effort will be made to bring all Department business to the meetings held during the Fall and Spring semesters. Business that cannot be postponed will be dealt with at meetings during Summer I. session where, after due invitation to attend the meeting has been extended to all members, the members presently teaching (not to exceed the number required to constitute a quorum during the previous Spring semester) will constitute a quorum. There will be no faculty voting in the Summer II session.

Absentee ballots will be accepted in those cases where pre-determined motions are available. Such ballots shall be given to the Department Chairperson prior to Department Meetings, or to the AAUP Council Representative prior to meetings of the Department Faculty. Votes by proxy will not be admissible.

4.2 Committee assignments

The Chairperson shall appoint faculty members to the various non-elected committees. The Chairperson shall consult faculty members about their preferences as to which committees they would like to serve on. After consulting with the Executive Committee, the Chairperson shall distribute the final list of committee assignments.

In order to distribute committee service work more evenly, no faculty member shall serve concurrently as the chairperson of more than one of the following committees:

- (i) Executive Committee
- (ii) Undergraduate Programs Committee
- (iii) Graduate Programs Committee

Regarding committee membership selection, in addition to the details provided in the sections that follow, the *order* of selection (i.e., which committee membership selection will take place first, etc.) will be follow a rotating pattern as outlined below:

Membership for academic year 2020-2021: EC, GPC, UPC.

Membership for academic year 2021-2022: GPC, UPC, EC.

Membership for academic year 2022-2023: UPC, EC, GPC.

Etc.

4.3 -- Executive Committee

The purpose of the Executive Committee shall be to play a central role in the formulation of new policy proposals for consideration by the Department, to act as a departmental appeals body for situations not otherwise covered by the Policy Statement and Agreement, and to serve as a consulting body for the Department Chairperson.

The total membership of the EC shall be determined by the following formula: $[(1/3) * (\# \text{ fulltime faculty})]$. If this formula produces an even number, then the formula will become: $[(1/3) * (\# \text{ fulltime faculty}) + 1]$. All members shall be elected by the Department for two-year terms at a Department meeting, typically the final meeting of the preceding academic year. Terms shall be staggered so that no more than 3 committee members shall be replaced each year. EC members shall serve 2-year terms that begin with the start of the fall semester in the first year of service and end on the day before the first day of the fall semester at the conclusion of the 2nd year of service. Candidacy for the EC is open to all fulltime members of the Department and no preference is to be given based on rank or other departmental titles.

Election of faculty members of the Executive Committee shall be made by secret balloting and without nominations. Prior to initiating the selection process, faculty members are free to express preferences concerning committee membership. Each fulltime member of the Department Faculty (those on leave who are not in attendance are excluded) shall receive a ballot containing the names of all eligible members of the Department Faculty (Department Chairperson not eligible). If two positions are to be filled, he or she will make two or fewer selections; if three positions are to be filled, three or fewer selections. He or she shall not give any individual, member of the Department Faculty more than one of his or her votes. Faculty members receiving votes from a majority of the fulltime members of the Department (those on leave who are not in attendance are excluded) shall be considered elected to the Executive Committee. With some members elected, and their names removed from subsequent selection balloting shall continue until all positions are filled. If no one receives a majority, balloting shall continue after deleting all persons who received fewer votes than the person with the second highest number of votes. If no one is elected the names and numbers of votes received by those still on the ballot will be announced. A new balloting will commence with all eligible (not yet-elected) Department members once again on the ballot until all open spots have been filled.

Special elections shall be called to fill vacancies that may occur as a result of death, extended illness, resignations, or leaves.

Each year at the first meeting of the EC, the Committee shall elect a Chairperson from among its members. EC meetings shall be open meetings in which active participation is limited to its elected members. The chair of the EC will notify the faculty by email the dates/times of EC meetings. The EC Chairperson shall keep minutes of each meeting. These minutes shall be made available to the faculty and the Department chair upon request. Under extraordinary circumstances, in consultation with the Department Chairperson, the EC may hold a closed meeting.

4.4 Graduate Program Committee and GP Director

4.4.a. Graduate Programs Committee

The purpose of the Graduate Programs Committee shall be to play a central role in the formulation of policies and to serve as a consulting body for the Director of Graduate Programs and the Department Chairperson for matters pertaining to the graduate programs of the Department. The Graduate Programs Committee shall consist of the Director of Graduate Programs plus other members of the Economics Department Faculty, for a total number of committee members to be determined by the follow formula: $[(1/3) * (\# \text{ fulltime faculty})]$. If this formula produces an even number, then the formula will become: $[(1/3) * (\# \text{ fulltime faculty}) + 1]$.

These members of the GPC shall be elected by the Department for two-year terms following the same procedure and same timeline as that outlined above for the Executive committee. Prior to initiating the selection process, faculty members are free to express preferences concerning committee membership. GPC members shall serve 2-year terms that begin with the start of the fall semester in the first year of service and end on the day before the first day of the fall semester at the conclusion of the 2nd year of service.

Special elections shall be called to complete the remainder of the term for any vacancies that may occur as a result of death, extended illness, resignations, leaves, or other unforeseen circumstances. Members of the GPC shall serve in an advisory capacity to aid in GPC decision-making. Responsibilities of the GPC shall include working with the GP Director to make decisions regarding program admission, GA allocations, and recommendations regarding program revision.

Recommendations regarding the assignment of graduate students to teach courses independently are to be made jointly by the GPC, GP Director, and UP Director to the Department Chairperson.

GPC meetings shall be open meetings in which active participation is limited to its elected members. The Director of the GPC will notify the faculty by email the dates/times of GPC meetings. The GP Director shall keep minutes of each meeting. These minutes shall be made available to faculty and the Department chair upon request. Under extraordinary circumstances, the GPC may hold closed meetings.

4.4.b. The Director of Graduate Programs shall be appointed by the Department Chair for a term not exceeding 3 years. One term re-appointment may be considered by the Chair. No faculty member shall serve more than two consecutive terms and once a GP Director relinquishes this title, the same faculty member may not serve in that capacity for at least 6 years. Under extraordinary circumstances, the Department Chairperson may make a one-year interim appointment that violates this 6-year out-of-service time frame. Any individual serving up to 3 years (but not more than 3 years) who then steps aside to accommodate an alternative work commitment (e.g., sabbatical leave), may return to serve as program director after three years have elapsed. This may not be repeated.

The Director of GP may not undertake any actions that imply supervisory authority over faculty colleagues.

The GP director shall serve as chair of the GPC. The GP Director, in consultation with members of the GPC committee, shall have the authority to admit students to the graduate programs of the Department and to award assistantships. The GP director shall serve as advisor for graduate students and supervise graduate student reviews.

4.5 Undergraduate Program Committee and UP Director

Members of the UPC shall serve in an advisory capacity to aid in committee decision-making, including programmatic changes, new undergraduate course consideration, developing programs/actions to increase the number of economics majors and minors.

The total membership of the GPC shall be determined by the following formula: $[(1/3) * (\# \text{ fulltime faculty})]$. If this formula produces an even number, then the formula will become: $[(1/3) * (\# \text{ fulltime faculty}) + 1]$. Members shall be selected via vote of the department using the same voting procedure as is used for the EC. Prior to initiating the selection process, faculty members are free to express preferences concerning committee membership. Members shall serve for terms of two years. UPC members shall serve 2-year terms that begin with the start of the fall semester in the first year of service and end on the day before the first day of the fall semester at the conclusion of the 2nd year of service.

UPC meetings shall be open meetings in which active participation is limited to its elected members. The Director of the UPC will notify the faculty by email the dates/times of UPC meetings. The UP Director shall keep minutes of each meeting. These minutes shall be made available to faculty and the Department chair upon request. Under extraordinary circumstances, the UPC may hold closed meetings.

The UP Director shall serve as chair of the UPC. The Director of Undergraduate Programs shall be appointed by the Department Chair for a term not exceeding 3 years. One term re-appointment may be considered by the chair. No faculty member shall serve more than two consecutive terms and once a UP Director relinquishes that title, the same faculty member may not serve in that capacity for at least 6 years. Under extraordinary circumstances, the Department Chairperson may make a one-year interim appointment that violates this 6-year out-of-service time frame. Any individual serving up to 3 years (but not more than 3 years) who then steps aside to accommodate an alternative work commitment (e.g., sabbatical leave), may return to serve as program director after three years have elapsed. This may not be repeated.

The Director of UP may not undertake any actions that imply supervisory authority over faculty colleagues.

4.6 Research Release and Sabbatical Review Committee (RRSR Committee)

The RRSR Committee is comprised of three fulltime members of the Economics Department faculty. Membership of the committee shall be determined by alphabetical rotation and terms of service last one year. At the first meeting of the RRSR each year, the committee shall select a committee chair. The RRSR committee is responsible for evaluating faculty members' applications for Research Release Time and preparing recommendations for research workload credits for the Department Chair. The Committee is also responsible for evaluating Sabbatical Applications. The chair of the RRSR shall keep minutes of each meeting. These minutes shall be available to faculty and the Department chair upon request. Each application for Research Release shall be included in a file with the relevant committee meeting minutes for faculty to view upon request.

4.7 Procedure for Amending the Department Policy Statement

The Economics Department Policy Statement may be amended according to Article 23 of the Agreement.