

# ***BY-LAWS Of The Faculty***

**Department of Economics**  
Approved July 11, 2019

## ***PART I FUNCTIONS***

The faculty of the Department of Economics shall govern the Department consistent with the Bylaws and Regulations of the College of Business Administration, UCF/SUS, the Collective Bargaining Agreement, and the UCF Faculty Senate.

Consistent with the bylaws and regulations referenced above, the faculty of the Department of Economics is responsible for the academic affairs of the Department. These are defined to include:

1. requirements for entrance and graduation;
2. degrees to be conferred;
3. curricula and programs of the Department;
4. and recommendations of students who are to be granted degrees.

The faculty shall also have other prerogatives as explained elsewhere in these bylaws.

## ***PART II FACULTY MEMBERSHIP***

Membership shall consist of all full-time faculty of the Department regardless of rank, tenure, or tenure-earning status. For purposes of Accreditation, faculty will be considered as either participating or supporting. A “participating” faculty member is one who is a member of the Department faculty as defined above. A “supporting” faculty member is anyone who teaches for the Department of Economics, but is not a member of the Department faculty.

All faculty are eligible to vote on all matters related to the academic affairs of the Department as defined in Part I, subject to the stipulations noted in Part VI.

## ***PART III DEPARTMENT ORGANIZATION***

Departments and schools are the primary academic units within the College. The head of a department is a Department Chair. The Department Chair reports directly to the Dean of the College of Business Administration. If an entity is organized at the department level, its head reports to the Department Chair.

The faculty shall vote to approve the establishment or elimination of centers, institutes, or other Department entities that directly impact academic affairs, following UCF regulations.

The Department Chair, in consultation with the faculty, shall be responsible for:

1. Articulating the strategic plans guiding the long-term development of the unit, with special attention paid to staffing plans and faculty development strategies;
2. Planning course offerings, schedules, and teaching assignments;
3. Recruiting faculty necessary to implement the programs of the Department in accordance with the UCF Search Committee Handbook;
4. Guiding the process of curriculum development by the faculty in the Department;
5. Representing the Department to administrators and staff of the College and UCF;
6. Conducting annual evaluations of all faculty members in the Department, discussing faculty career development plans, and making recommendations for promotion and tenure of Department faculty;
7. Developing budgets for the Department;
8. Carrying out other duties as requested by the Department faculty or assigned by the Dean.

#### ***PART IV EVALUATIONS***

The Department Chair will be evaluated annually by the Dean of the College. The evaluation will take into consideration feedback from the unit's full time faculty.

All faculty members shall be evaluated annually by the Department Chair. The Department shall have a committee of tenured faculty to provide annual developmental feedback to tenure-earning faculty, and to make recommendations regarding promotion and tenure of Department faculty in accordance with prescribed UCF policies and procedures.

#### ***PART V FACULTY MEETINGS***

Faculty meetings are to be held at least once each semester, as arranged by the Department Chair. Written notice and an agenda shall be sent to each faculty member at least one week in advance of the date of a meeting. Faculty wishing to include agenda items must contact the Department Chair within three days of the notice. A revised agenda will be provided to all faculty members, if necessary. Reports and documents related to items scheduled for votes will typically be circulated electronically or via hard copy to all faculty at least three business days prior to the meeting. These rules apply to faculty meetings only.

Special meetings may be held at the call of the Department Chair, or upon the written request of one-third of the faculty.

Minutes of faculty meetings shall be circulated to all faculty within one week after a meeting and stored on the Department's shared drive. Access to the shared drive may be obtained by contacting the Department's Administrative Assistant. Approval of said minutes may be conducted by way of email.

### **Quorum**

Voting on any matter requires a quorum. A member voting by assigned proxy will count toward a quorum and will be noted as being present by proxy at the meeting. One half of the faculty must be present, or present by proxy, to constitute a quorum. At the beginning of each meeting the Department Chair will determine if a quorum exists. Informational matters may be discussed without a quorum. If a faculty member must miss a meeting, that member may vote by a written assignment of proxy delivered to the Department Chair or another faculty member who is attending the meeting, before the meeting. Proxy holders shall not be bound by prior agreements with absent faculty members. Those assigning proxy rights to colleagues must abide by the votes tendered by their representatives. Absentee ballots are permitted if they presented to the Department Chair prior to the meeting.

### ***Voting***

The faculty vote by a show of hands as long as it is consistent with College and University regulations. A secret ballot must be used if any faculty member makes such a request.

### ***Parliamentary Authority***

The current edition of Robert's Rules of Order shall govern the meetings in which they are not inconsistent with these Bylaws, College Bylaws, or with the Bylaws or regulations of UCF.

## ***PART VI*** ***DEPARTMENT COMMITTEES***

The standing committees of the Department of Economics are the Instructor & Lecturer Promotion Committee, Promotion & Tenure Committee, Undergraduate Program Review Committee, and Graduate Program Review Committee. The Department Chair may appoint ad hoc committees.

Committee membership and length of term is determined by the Department Chair in consultation with the faculty. In the event that a committee member must temporarily be excused from a committee due to a conflict of interest, sabbatical leave, medical leave, or the like, the Department Chair will appoint a temporary replacement. The Department Chair is not eligible to serve on any of the below Committees.

Each committee will have a chair from its membership appointed by the Department Chair. All committees will operate in accordance with the latest edition of Robert's Rules of Order, excepting that the committee chair has a vote.

The chair of a committee will call all meetings with at least one week's notice given to all members.

### ***Instructor & Lecturer Promotion Committee***

**Charge:** This Committee makes recommendations to the Department Chair regarding all instructor and lecturer promotions within the Department. All promotions to the rank of associate instructor or lecturer, or senior instructor or lecturer, shall be reviewed and voted on by the Committee.

**Composition rules:** The Committee is composed of at least 2 instructors or lecturers at or above the rank being sought, and 3 tenured or tenure-earning faculty. Excluded from service on the Department Instructor & Lecturer Promotion Committee are instructors or lecturers who are candidates for promotion, and instructors, lecturers, or professors who are members of the College Instructor & Lecturer Promotion Committee or University Instructor & Lecturer Promotion Committee.

**Other procedures:** Approved minutes of all Committee meetings shall be retained by the Committee Chair. Because such minutes may contain information of a personal or confidential nature concerning candidates for promotion, they shall not be made public.

### ***Promotion and Tenure Committee***

**Charge:** This Committee makes recommendations to the Department Chair regarding all tenure decisions and promotions within the Department. All tenure decisions and promotions to the rank of associate professor or professor shall be reviewed and voted on by the Committee.

**Composition rules:** The Committee shall be composed of all tenured faculty members in the Department of Economics at or above the rank being sought. Excluded from service on the Department Promotion & Tenure Committee are faculty who are candidates for promotion or tenure, and those who are members of the College Promotion & Tenure Committee or University Promotion & Tenure Committee.

**Other procedures:** Approved minutes of all Committee meetings shall be retained by the Committee Chair. Because such minutes may contain information of a personal or confidential nature concerning candidates for promotion or tenure, they shall not be made public.

### ***Undergraduate Program Review Committee (UPRC)***

**Charge:** The UPRC is the primary body responsible for reviewing, evaluating, and improving the undergraduate curriculum and admissions policies within the Department. Specifically, the Committee is responsible for presenting assessments and recommendations to the faculty regarding undergraduate entrance and graduation requirements, degrees offered, curricula, and student services. The Committee will also make determinations regarding the interpretation of undergraduate program policies.

**Composition Rules:** All faculty in the Department are eligible to serve on the Committee.

**Other procedures:** Faculty who wish to have a proposal reviewed by the Committee must circulate the proposal to each committee member at least one week prior to the meeting date during

which the proposal will be considered. Approved minutes of all meetings of the Committee shall be retained by the Committee Chair and placed on the Department's shared drive.

***Graduate Program Review Committee (GPRC)***

**Charge:** The GPRC is responsible for evaluating and guiding the continuous improvement of the graduate programs within the Department. Specifically, the committee is responsible for presenting assessments and recommendations to the faculty regarding graduate program entrance and graduation requirements, degrees offered, curricula, curricula assessment, and student services. The committee will also make determinations regarding the interpretation of graduate program policies.

**Composition Rules:** Only tenured or tenure-earning faculty in the Department who are determined to be Graduate Faculty by the College of Graduate Studies are eligible to serve on the Committee.

**Other Procedures:** Faculty who wish to have a proposal reviewed by the Committee must circulate the proposal to each committee member at least one week prior to the meeting date during which the proposal will be considered. Approved minutes of all meetings of the Committee shall be retained by the Committee Chair and placed on the Department's shared drive.

***PART VII***  
***DEPARTMENT REPRESENTATIVES TO***  
***COLLEGE AND UNIVERSITY COMMITTEES***

Department representatives to any College or University committee shall either be elected by the faculty or selected by the Department Chair in consultation with the faculty member.

***PART VIII***  
***AMENDMENT OF THE BYLAWS***

A motion to change the foregoing Bylaws may be offered at a faculty meeting, provided that written notice of the change has been sent to each faculty member at least two weeks before the meeting. Approval of the change requires a two-thirds majority vote of the entire faculty.