

**DEPARTMENT OF ECONOMICS**

**DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

[Official document prepared by Faculty Personnel Services]

**Approved October 26, 2006**

I. PROCEDURES AND THE FORMULATION OF POLICIES AND PROCEDURES..... 2

    A. Procedural Matters..... 2

    B. Organization and Composition of Department Committees ..... 3

II. NEW FACULTY COMMITTEE ..... 4

    A. Selection of New Tenure-Track Faculty ..... 4

    B. Selection of Full-Time Temporary Faculty ..... 5

III. PERSONNEL COMMITTEE ..... 6

    A. Responsibilities and Procedures ..... 6

    B. Reappointment..... 8

    C. Tenure ..... 9

    D. Promotion or Salary Adjustment for Professors ..... 9

    E. Position Reduction/Layoff Policy..... 10

    F. Selection and Review of the Department Chairperson ..... 11

    G. Sabbatical Leave..... 12

IV. ACADEMIC PROGRAMS COMMITTEE..... 13

    A. Rotation Policy ..... 13

    B. Scheduling Policy ..... 13

    C. Curriculum (Undergraduate) ..... 14

V. BUDGET AND DEVELOPMENT COMMITTEE ..... 15

    A. Budget Consultation ..... 15

    B. Speaker Series ..... 15

C. Library Acquisitions .....	16
D. Fundraising.....	16
VI. GRADUATE PROGRAM COMMITTEE.....	16
A. Admission to the Program.....	16
B. Responsibilities of the Committee.....	16
C. Responsibilities of the Graduate Coordinator .....	16

**DEPARTMENT OF ECONOMICS**  
**Departmental Procedures, Criteria, Standards, and Bylaws**

**I. PROCEDURES AND THE FORMULATION OF POLICES AND PROCEDURES**

**A. Procedural Matters**

1. The faculty will be notified one week in advance of a Department meeting through the issuance of an agenda from the Department Chair.
  - a. All committee reports must be published with the meeting agenda or at least two (2) working days before a scheduled Department meeting.
  - b. In the case of a report of the Personnel Committee concerning reappointment, tenure, and/or promotion or salary adjustment for professors, the individual in question may present her/his case to the Department following the committee report, but will be absent during discussion and voting.
2. Approval of any other than the personnel motion as described in A.5. below is achieved by a majority vote of the eligible electorate in attendance at a Department meeting. When someone abstains on a vote, that abstention shall be considered a non-vote and shall, therefore, not be counted in the base upon which calculation of the majority decision is to be determined.
3. All voting on agreement matters, personnel matters, and Chair selection must be by secret ballot. A secret ballot will be held at the request of any voting member of the Economics Department.
4. The results of all votes will be recorded in the minutes of the meeting.
5. The selection of a Chair shall be done by secret ballot in the designated time period following a meeting in which the issue is discussed and deliberated by the faculty. Ballots may be obtained from the departmental office. The

ballots must be folded and stapled and then placed in a sealed envelope with the faculty member's signature over the seal. These envelopes are then returned to the ballot box in the departmental office. At least two members of the personnel committee shall be present when the envelopes are opened. The envelopes shall be discarded after they are opened to maintain a secret ballot. Then the ballots will be opened and counted in a manner that assures anonymity. Disputed ballots will be kept separate, pending a ruling by the personnel committee. The Chair election will be determined by a majority of the ballots cast. This process results in a recommendation to the Dean, who makes the appointment with the Provost's approval.

6. A quorum of a majority of the regular faculty is required to hold a Department meeting.
7. The eligible electorate shall be defined as all tenured and tenure-track faculty in the Economics Department. However, only faculty who are tenured or who have been approved for tenure by the Board of Trustees shall vote on personnel applications (defined here as applications regarding reappointment, tenure, and/or promotion or salary adjustment for professors, of particular individuals).
8. Election of the membership of Department committees will be by the above mentioned majority methods, and by secret ballot, at the earliest possible meeting of each academic year.

#### **B. Organization and Composition of Department Committees**

1. There are five standing Department committees:
  - a. New Faculty Committee.
  - b. Personnel Committee.
  - c. Academic Programs Committee.
  - d. Budget and Development Committee.
  - e. Graduate Program Committee.
2. The Department Chairperson is an ex-officio member of all standing Department committees.
3. The New Faculty Committee has three regular faculty members, and they shall elect their own Chairperson in their first meeting of each academic year. The members shall be elected for three-year terms, one new member elected annually.
4. The Personnel Committee has four regular faculty members and must not include more than one non-tenured regular faculty. A faculty member who requests to be considered for tenure, promotion, or salary adjustment for professors and is a member of the Personnel Committee must resign from the

committee for the remainder of that year and a new member must be elected from the Department for that period. The members shall be elected for four-year terms, one new member elected annually. The membership shall elect their own Chairperson in the first meeting each academic year.

5. The Academic Programs Committee has four regular faculty members, but not more than two non-tenured faculty members. The members shall be elected for four year terms, one new member elected annually. The membership shall elect their own Chairperson in their first meeting of each academic year.
6. The Budget and Development Committee has three regular faculty members and shall elect their own Chairperson in their first meeting of each academic year. The members shall be elected for three year terms, one new member elected annually.
7. The Graduate Program Committee has four members, consisting of three regular faculty members and the Graduate Coordinator. The Graduate Coordinator is the Chair of the Graduate Program Committee. All members of the committee and the Graduate Coordinator must be members of the graduate faculty. The members, not including the graduate coordinator, shall be elected for a three year term with one new member elected annually.

## **II. NEW FACULTY COMMITTEE**

### **A. Selection of New Tenure-Track Faculty**

1. All unsolicited applications for faculty positions will be retained for one year only in the Department Chair's office.
2. When a vacancy occurs or is anticipated and the Department has received authorization from the Dean to fill the tenure-track vacancy, the Department Chair will recommend to the Department the areas of specialization to be advertised.
3. The hiring process is viewed as a three-step process: (1) initial screening of applicants based upon submitted materials, (2) information meetings with applicants at economics conventions or phone calls, and (3) on-campus interviews. In all cases, the Department's recruiting activities will conform with the University Affirmative Action Program.
  - a. The Department Chairperson in consultation with the New Faculty Committee will (1) conduct the initial screening of the applicants based on submitted materials, rank the candidates, and (2) arrange information meetings with candidates at economics conventions or phone calls. The files of all the applicants will be available in the Department secretary's office for the members of the Department to view.
  - b. The Department Chairperson in consultation with the New Faculty Committee will conduct information meetings with candidates at economics conventions or phone calls. Information meetings with

applicants at economics conventions will be done by the Department Chairperson or by the Chairperson's delegated representative(s).

- c. After information meetings at economics conventions or phone calls have been conducted, the Department Chairperson in consultation with the New Faculty Committee shall recommend a ranking of the candidates to the Department at least two working days in advance of the Department meeting. After approval by the Department and University of a ranking, the Department Chairperson shall be authorized to invite candidates to campus for on-campus interviews in the ranked order. The Department holds that a personal on-campus interview by Department members and a presentation by the candidate of the candidate's research is an essential prerequisite to hiring. Any applicants to be interviewed on-campus shall first have been explicitly approved in accordance with the university's affirmative action recruitment and hiring process.
  - d. After on-campus interviews have been conducted the Department Chairperson in consultation with the New Faculty Committee shall present a ranking of the candidates to the Department at least two working days in advance of the Department meeting.
  - e. Upon approval by the Department of a ranking of candidates, the Department Chairperson shall be authorized to start the hiring procedure of candidates in the order of rank established subject to Dean and Provost approval.
4. If an authorized tenure-track position remains vacant or a vacancy occurs during the Summer Session, this vacancy, upon approval by the Dean and Provost, may be filled by a temporary faculty member for the next semester or year (see B below).

## **B. Selection of Full-Time Temporary Faculty**

All temporary positions are filled by faculty hired for one academic year or less. The Department cannot automatically count on having these positions available for next year. Should such a position(s) become available, a person may be hired again. The primary consideration in recommending subsequent appointment will be excellence in teaching. In consultation with the Committee, the Chairperson shall make the recommendation for hiring to the Department. The terms and conditions of employment shall be specified in the contract. Before hiring qualified candidates from outside, a judgment on the temporary faculty working in the department shall be made by the Committee. Under no circumstances will a person be appointed to a subsequent term without the approval of the Department, Dean, and Provost.

If positions are not filled from within, the Committee shall rank the candidates from among the external applicants. The position shall be offered with the approval of the Department. In case of emergencies and during the Summer Session, the Chairperson shall work with the Dean to appoint temporary faculty to the vacated position(s).

### **III. PERSONNEL COMMITTEE**

#### **A. Responsibilities and Procedures**

1. The Committee is charged with the responsibility of making recommendations to the Department on applications for reappointment, tenure, promotion, salary adjustment for professors, sabbatical and other leaves, and position reduction/layoff. It also is responsible for evaluating the performance of the Department Chair.
2. The Committee must report the results of its deliberations, including its recommendation and rationale to the Department faculty. The Department shall make a recommendation to the Dean of the College of Business Administration on all personnel matters. Whether positive or negative, all recommendations of the Department must be forwarded to the Dean.
3. The Committee's report to the Department on reappointment, tenure, promotion, and salary adjustment for professor will be forwarded to the Dean. The report will include a recommendation and rationale.
4. In the event the candidate disagrees with the committee recommendation, the individual in question may present a case following the committee report but will be absent during the discussion and the vote.
5. Recommendations by the committee to the Department will be made in such a manner that each candidate will be dealt with separately.
6. To provide sufficient perspective within the Department, all Department members must be evaluated each semester by their students using the Economics Department Procedures for the administration of the Student Opinion Survey – II form. In addition, the candidate may request a peer evaluation of classroom performance. This request must be made before the beginning of the semester that precedes the semester in which the candidate is considered for reappointment, tenure, promotion or salary adjustment for professors. The Evaluation Committee will consist of three members, one chosen by the candidate, and the other two by the Personnel Committee. The Evaluation Committee will make no less than one and no more than two unannounced visits to each section taught by the candidate during that semester. The Evaluation Committee will report to the Personnel Committee. The evaluation must be completed prior to the end of that semester.
7. The office of the Dean notifies the Department Chair when reappointment and tenure applications are due for individual faculty members. However, it is the responsibility of individual faculty to meet appropriate deadlines for submission of personnel applications.
8. Candidates for reappointment, tenure, and promotion or salary adjustment for professors must submit all pertinent evidence of their qualifications based on the criteria and standards that appear below. This evidence is to be submitted to the committee by the candidate. The committee will review it as well as

gather and evaluate any other information it deems pertinent to its deliberations. The primary responsibility for providing evidence rests, however, with the candidate. The candidate will have the opportunity to review and respond to any information gathered by the committee before the committee makes its final report and recommendation to the Department.

9. Within a day after the Department vote on a personnel matter has been taken, the Department Chairperson shall notify the candidate of the departmental action.
10. Consistent with the criteria established in the CMU/FA Agreement, the Department has established the following criteria/standards for reappointment, tenure, and promotion or salary adjustment for professors.
  - a. Teaching
    - (1) Need for the person's academic specialty.
    - (2) Mastery of subject.
    - (3) Communicates effectively.
    - (4) Other relevant evidence.
  - b. Scholarly and Creative Activity
    - (1) Articles in refereed Economics journals.
    - (2) Other refereed articles and/or invited papers.
    - (3) Other articles.
    - (4) Books, monographs, and chapters in books.
    - (5) Presentations of papers at professional meetings.
    - (6) Working papers and preparing proposals for research grants.
    - (7) Securing external research grants.
    - (8) Securing internal research grants.
    - (9) Citation of scholarly work.
    - (10) Book reviews published in professional journals.
    - (11) Refereeing of professional papers and/or serving as a discussant at professional meetings.
    - (12) Other relevant evidence.

c. University/Public Service

- (1) Effective committee work.
- (2) Professionally helpful to colleagues in this and/or other Departments.
- (3) Active participation in professional organizations (for example, serving as officer or chair/organizer of sessions).
- (4) Public appearances of a professional nature.
- (5) Student advising.
- (6) Unpaid consulting work.
- (7) Preparing proposals for non-research grants.
- (8) Securing non-research grants.
- (9) Other relevant evidence.

11. Calendar for the Personnel Committee recommendations regarding reappointment, tenure, promotion, and salary adjustment for professor.

- a. One week after the deadline for submission of applications, the preliminary report of the Personnel Committee is presented to the candidate. If a candidate wishes to submit a written response to the preliminary report or requests a personal appearance before the Committee, either the written response or request for a personal appearance must be made within three working days after the candidate receives the report.
- b. The Committee's recommendation and rationale will be distributed to the faculty as an agenda item at least five working days before the Department's recommendation is due in the Dean's Office.

**B. Reappointment**

1. The candidates for reappointment will present substantial evidence of their qualifications, based on the established criteria. The Department holds that a demonstration of high quality in the criterion of teaching is important for reappointment. Prior to the time a recommendation on reappointment is to be made, the candidate must submit evidence of teaching including results from the University teaching evaluation form.
2. In its reappointment recommendation, the committee will focus heavily on what the candidate has done in the preceding year. Demonstrated progress towards degree completion or towards publication in a refereed professional economics journal (if person holds degree) is required for a positive reappointment recommendation. A favorable reappointment



recommendation does not imply that the candidate is meeting the criteria and standards for tenure.

3. If in its deliberations regarding the reappointment of a faculty member the committee discovers a problem area(s), which in its present judgment might jeopardize a possible tenure recommendation, it is encouraged to inform the faculty member of its judgment. The faculty member should recognize such information as general advice recognizing that a possible tenure recommendation, should it occur, will be made by the Department at a later date, based on the established criteria and standards. The Department or future committees of the Department are in no way bound by the committee's advice or lack of advice.

### **C. Tenure**

1. Possession of the Ph.D. is mandatory for a positive tenure recommendation. The candidate for tenure must present substantial evidence of her/his qualifications, based on the established criteria and standards.
2. The Department holds that a demonstration of high quality in the criterion of teaching effectiveness is an important requisite for tenure. Prior to the time a recommendation on tenure is to be made, the candidate must submit evidence of teaching effectiveness including results from the University teaching evaluation form.
3. Tenure normally requires four articles published in refereed professional economics journals. The Department holds that a demonstration of high quality research/scholarship is important for tenure. The Committee and Department will judge each publication by Department and professional standards with regard to its scholarly contribution to the discipline. Indicators of quality could include, but are not limited to, such factors as: the reputation of the journal or publisher, the acceptance rate of the journal, where the journal is indexed, the ranking of the journal. Publications of higher quality will carry greater weight, in which case fewer refereed journal articles would be required for tenure. Other publications such as a book, a chapter in a book, or a refereed monograph may be substituted for articles if they are of sufficient quality. Sole-authored publications may carry greater weight, in which case fewer publications could be required for tenure.
4. Candidates will be judged according to their achievements, promise, and future needs of the Department.

### **D. Promotion or Salary Adjustment for Professors**

1. Promotion or salary adjustment for professors is not automatic nor based primarily on seniority; rather it is based explicitly on the criteria and standards established in the CMU/FA Agreement and these bylaws. The minimum time required in a rank before promotion to a higher rank or eligibility for salary adjustment for professors is established in the CMU/FA Agreement, although faculty may apply for promotion at an earlier time under extraordinary circumstances.

2. It is expected that candidates for promotion will present substantial evidence of their qualifications based on the established criteria and standards. Evaluation of applications will emphasize accomplishments rather than the potential of the candidate.
3. As in the case of tenure and reappointment, a demonstration of high quality in the criterion of teaching effectiveness is an important requisite for promotion. Prior to the time a recommendation on promotion is to be made, the candidate must submit evidence of teaching effectiveness including results from the University teaching evaluation form.
4. Promotion to Associate Professor normally requires four articles published in refereed professional economics journals. The Committee and Department will judge each publication by Department and professional standards with regard to its scholarly contribution to the discipline. Indicators of quality could include, but are not limited to, such factors as: the reputation of the journal or publisher, the acceptance rate of the journal, where the journal is indexed, the ranking of the journal. Publications of higher quality will carry greater weight, in which case fewer refereed journal articles would be required for promotion. Other publications such as a book, a chapter in a book, or a refereed monograph may be substituted for articles if they are of sufficient quality. Sole-authored publications may carry greater weight, in which case fewer publications could be required for promotion to Associate Professor.
5. Promotion to Professor and salary adjustment for professors normally requires four additional articles published in refereed professional economics journals. The committee and Department will judge each publication by Department and professional standards with regard to its scholarly contribution to the discipline. Indicators of quality could include, but are not limited to, such factors as: the reputation of the journal or publisher, the acceptance rate of the journal, where the journal is indexed, the ranking of the journal. For promotions to Professor or the salary adjustment for professors, the Departmental standards are higher in terms of the rigor of the research/scholarship. Publications of higher quality will carry greater weight, in which case fewer refereed journal articles would be required for promotion or the salary adjustment for professors. Other publications such as a book, a chapter in a book, or a refereed monograph may be substituted for articles if they are of sufficient quality. Sole-authored publications may carry greater weight, in which case fewer publications could be required for promotion to Professor or the salary adjustment for professors.

#### **E. Position Reduction/Layoff Policy**

1. Should the Department become faced with the need to reduce the number of faculty within the Economics Department, the Department will consider the following options:
  - a. To leave unfilled a vacancy caused by retirement, resignation, or some other form of actual or anticipated attrition.

- b. Consider no additional appointments of temporary faculty.
  - c. Eliminate temporary positions in the Department.
  - d. To reconvert graduate assistantships earlier established by the conversion of regular faculty positions to graduate assistantships.
  - e. Convert billeted graduate assistantship positions to faculty positions.
  - f. Non-reappointment of a non-tenured faculty member serving on a regular appointment.
  - g. Dismissal of tenured faculty members.
2. All non-tenured faculty members must be released before releasing tenured faculty for position reduction/layoff purposes. If there is more than one person within a relevant category, the decision must be based on:
- a. Length of University service.
  - b. Contribution to and need for the individual in the Economics Department as determined by:
    - (1) The Department's need for each faculty member's subject specialties.
    - (2) Teaching load performance (a combination of SCH production, course level, class schedule, and student acceptance).
    - (3) Proof of progress toward degree completion and level and success of publication effort.
    - (4) Contribution to committee work.

**F. Selection and Review of the Department Chairperson**

1. Selection: At least one year prior to the expiration of the Chairperson's term or when the Chair position is otherwise vacated, the Personnel Committee shall communicate this information to the Department in a regular meeting. A five member Chairperson Selection Committee will be elected promptly thereafter, the majority of whom must be tenured. The Chairperson Selection Committee may either recommend that an external search be conducted or recommend an election. If an external search is approved by the Dean and Provost, the Chairperson Selection Committee will conduct this search.
- a. If requested, the Department may relieve the members of the Chairperson Selection Committee of other committee assignments during their time of service on this committee.

2. Review: In April of each academic year, the Personnel Committee will compile and informally transmit to the Chairperson any positive and/or negative comments, submitted by Department members, concerning the Chairperson's conduct of the office.

#### **G. Sabbatical Leave**

1. The Personnel Committee is charged with the responsibility of recommending approval or denial of the sabbatical leave proposal. If the Committee recommends denial of the sabbatical leave proposal, the candidate for sabbatical will be given a written explanation indicating the reason(s) for denial and how the proposal may be enhanced for resubmission and approval. The candidate shall be given two weeks to resubmit a proposal where the Committee suggests revisions before the Committee's recommendation is forwarded to the Department. The format for a proposal can be found in the Sabbatical Leave Administrative Rules and Procedures.
2. A faculty member who requests a sabbatical leave and is a member of the Personnel Committee must not participate in committee deliberations on sabbatical leave recommendations in the year of their own application.
3. The Committee must report the results of its deliberations to the Department faculty. The Department shall make a recommendation to the Dean on sabbatical leave proposals. Whether positive or negative, all recommendations of the Department must be forwarded to the Dean.
4. In the event the candidate disagrees with the Committee recommendation, the individual in question may present a case following the Committee report, but will be absent during the discussion and the vote.
5. The criteria for evaluation of a sabbatical leave proposal are listed in the CMU/FA Agreement. The Committee and the Department shall use these criteria in reviewing sabbatical leave proposals.
6. Calendar for the Personnel Committee regarding sabbatical leave.
  - a. Spring Semester - Notification to eligible faculty that the Committee will meet early in the fall semester to consider sabbatical leave proposals.
  - b. First week of Fall Semester - Presentation by the candidate of a sabbatical leave proposal to the Personnel Committee.
  - c. Second week of Fall Semester - Preliminary report of the Personnel Committee communicated to the candidate. If a candidate wishes to resubmit her/his proposal, she/he shall have two weeks in which to do so.
  - d. Fifth week of the Fall Semester – Report to be distributed to the faculty as an agenda item.

#### **IV. ACADEMIC PROGRAMS COMMITTEE**

##### **A. Rotation Policy**

The Department will keep a rotation list for Summer Sessions I and II. The rotation policy operates such that the first person on the list has first choice of the course to be taught. Once a person teaches the course, that person moves to the bottom of the list. If a person chooses not to teach in turn or if the class chosen does not attract the required number of students, the person remains in the same position on this list. A person may not “bump” another person if a course he/she has chosen does not “make”. The normal teaching load shall be not more than one class in the summer sessions. Priority on the rotation list shall, as usual, determine who does and does not teach.

Entry on the priority list is determined by date of hire, but only those with Ph.D. will be eligible to teach. The person becomes eligible by the date of completion of all requirements for conferring the Ph.D., not the date of the degree. Normally, at least four people will teach each summer. The list of courses to be taught shall be consistent with student needs. If a second pass through the rotation list is necessary to fill all courses offered, those faculty members not already assigned a course will be given priority.

The persons on the list will be ranked by applying the following principles:

1. Those who did not teach the previous year remain in the previous year’s position at the top of the list.
2. Those who were on the previous year’s list and taught that year are ranked below those determined by A. in the same order they were before they taught.

##### **B. Scheduling Policy**

1. The Academic Programs Committee will formulate a preliminary class schedule for the next academic year, based on the Department’s mission and goals. Individual faculty’s teaching preferences will then be solicited in order to develop a teaching schedule that will be submitted to the Department for a vote, in time to meet University deadlines. The final schedule of courses taught in any semester will conform closely to this schedule, subject to the Department Chairperson’s responsibility to make appropriate changes. To the extent possible, the schedule will be equitable in sharing the burden of unpopular teaching assignments.
2. Course Assignments:
  - a. The maximum course load for a full-time faculty member each semester is:
    - (1) Three different preparations totaling nine credit hours.

(2) Two different preparations totaling twelve credit hours.

Exceptions to the above are recommended to the dean only by explicit approval of the Department by secret ballot according to established departmental procedures.

- b. The responsibility for teaching night classes, classes in off-campus centers, graduate classes, and classes at unpopular hours should be equitably distributed by the committee among the faculty.
  - c. Graduate assistants, when qualified, shall normally teach 8-12 hours each academic year. Any graduate assistant assigned such a load shall not be expected to perform lower-order services (such as grading examinations) for faculty.
  - d. No one has a proprietary right to any course. It is efficient and equitable that a person who has been making a success of a course be allowed to continue teaching it, but it is also inefficient and inequitable to continually refuse to allow another person to teach in one of that person's specialty areas. Consequently, requests to teach a course from any faculty member will be considered by the committee.
  - e. When increasing enrollments necessitate a new section of a course, faculty not teaching the course will normally be given preference for such a section. Furthermore, when there is a substantial two-semester decline in enrollment in any course, changes shall seriously be considered.
- 3. Requests for released time or actions which will require release time (e.g., grant proposals) must be submitted for approval to the Chairperson and he/she shall report it to the Department and Academic Programs Committee at the earliest possible date. These requests must also be approved by the Dean and Provost.
  - 4. Any faculty member who anticipates missing a scheduled class must notify the Department Chairperson.
  - 5. No course in the Department shall be offered as a mass lecture unless the Department explicitly approves an exception by secret ballot according to established Department procedures. "Mass lecture" shall be defined as a course taught in an auditorium having more than a 50 student maximum enrollment limitation.
  - 6. It is the goal of the Department to maintain quality teaching standards through low student-teacher ratios in all courses. This goal shall be pursued as rapidly as the departmental role in the University permits.

### **C. Curriculum (Undergraduate)**

- 1. Course credit

- a. Students who are majoring or minoring in Economics may include up to six hours of credit/no credit course work in Economics courses.
  - b. The Department of Economics does not recognize the College Level Examination Program (CLEP) tests as valid in either Elementary Economics or Money and Banking.
2. All courses in the Economics Department may be taken on a credit/no credit basis.
  3. The Department will elect an Assessment Coordinator for a two-year term who shall report to the APC.
  4. The Academic Programs Committee will coordinate and oversee the assessment of academic programs by the Assessment Coordinator.

## **V. BUDGET AND DEVELOPMENT COMMITTEE**

### **A. Budget Consultation**

1. The Department Chairperson shall consult with the Committee to prepare a report and a spending plan for the department budget at the beginning of each academic year. The report and the spending plan will be distributed by September 30 to the department for approval at the next faculty meeting. The report and plan will:
  - a. establish spending priorities for each academic year.
  - b. establish the level of Professional Development Account funds for each academic year. The committee will establish a minimum level of funding for each faculty member. Additional funds, if available, will be allocated as needed.
  - c. establish the level of funding for the replacement of faculty computers as needed.
  - d. establish guidelines for travel funds each year based on availability and demand.
  - e. establish guidelines regarding requests for funding by faculty for other research support.
  - f. establish funding support for the Speaker Series.

### **B. Speaker Series**

The Committee will seek recommendations for suggested speakers for the Speaker Series.

### **C. Library Acquisitions**

The Committee will make recommendations on faculty requests for book and journal purchases for the library.

### **D. Fundraising**

The Committee will designate a member of the Committee to act as a liaison with the College and/or University fundraising personnel.

## **VI. GRADUATE PROGRAM COMMITTEE**

### **A. Admission to the Program**

Admission to the graduate program requires meeting the College of Graduate Studies admission requirements. Students are encouraged to take the GRE, which is considered in awarding financial aid. Students who, in the opinion of the Graduate Coordinator, are deficient in background may be admitted conditionally and required to take additional courses. Students who do not meet the Graduate School requirements may apply for special consideration for admission.

### **B. Responsibilities of the Committee**

1. The Graduate Program Committee is charged with oversight of the graduate program, and to maintain and promote graduate studies in Economics at Central Michigan University.
2. The Graduate Program Committee shall (1) advise the Graduate Coordinator about admissions; and (2) make recommendations about awards of graduate assistantships.
3. In consultation with the Graduate Program Committee, the Graduate Coordinator will formulate a preliminary graduate class schedule for the next academic year, based in the Graduate program's mission and goals. These graduate classes will be forwarded to the Academic Programs Committee for inclusion in the department's preliminary class schedule.
4. In consultation with the Graduate Program Committee, the Graduate Coordinator will make recommendations on extending and renewing graduate faculty status both for on-campus faculty and for off-campus ProfEd faculty.

### **C. Responsibilities of the Graduate Coordinator**

The Graduate Coordinator:

1. In consultation with the Graduate Programs committee, will make recommendations about the awarding of graduate assistantships.



2. In consultation with the Graduate Programs Committee, will formulate a preliminary graduate class schedule for the next academic year, based on the Graduate Program's mission and goals. These graduate classes will be forwarded to the Academic Programs Committee for inclusion in the Department's preliminary class schedule.
3. In consultation with the Graduate Programs Committee, will make recommendations on extending and renewing graduate faculty status both for on-campus faculty and for off-campus ProfEd faculty.
4. Receives one three-credit course release time per year. The Department does not expect the Coordinator to serve on other Department committees.
5. Shall write an annual report which will be submitted to the Department at the second Department meeting of the Fall Semester.
6. Shall be the only advisor for all graduate students.
7. Shall actively recruit full-time students. Individual department members will assist the coordinator in this function by actively providing information about sources of potential new students and initiating appropriate contact.
8. Shall have the authority to admit students to the program based on department policy. The Graduate Coordinator has the authority to impose conditions on individual admissions. The coordinator has the authority to inform students in advance of specific courses that must be taken to eliminate deficiencies in Economics background, or in the ability to communicate effectively.
9. Shall be elected for a three year term using the procedures described in Section I, Subsection A of Policies and Procedures.
10. Shall be responsible, in consultation with the Graduate Program Committee, for assessment of the graduate program and for program review.
11. Shall serve as liaison between College of Graduate Studies, faculty, and graduate students on graduate policies, programs, workshops, scholarships, and regulations.