

BYLAWS
DEPARTMENT OF ECONOMICS
THE UNIVERSITY OF TENNESSEE - KNOXVILLE

*(To Replace Department Constitution as Ratified on March 11, 1980, and amended
March 14, 1983; January 16, 1985; November 19, 1986; January 24, 1992; January 26, 2016;
August 24, 2016; March 29, 2017)*

These bylaws establish the overall organization of the Department and provide for the cooperation, advice and consent of the Departmental Faculty in the conduct of the Department's affairs, all within the general framework of the organization and regulations of the Haslam College of Business and The University of Tennessee - Knoxville.

I. Faculty Membership in the Department

Membership of the faculty of the Department of Economics shall consist of all persons holding Departmental appointments as Lecturers, Senior Lecturers, Distinguished Lecturers, Instructors, Assistant Professors, Associate Professors, and Professors.

Voting membership of the Department shall consist of all those faculty members who have been appointed to tenure or tenure-track positions in the Department. This includes persons on joint appointments with the Department of Economics and some other research, administrative, or teaching department, bureau, or office within the University. All such persons shall enjoy full voting membership in the Department.

Faculty members appointed to non-tenure-track positions in the Department shall be regarded as voting members of the Departmental faculty on all matters except those pertaining to the promotion or tenure of tenure-track faculty.

Faculty members who are on full- or part-time leaves of absence (or reduced-time) shall enjoy the voting status that would be available to them were they not on leave.

II. Departmental Meetings

A. Departmental meetings shall be held at least once per semester during the academic year. Additional meetings may be called by the Department Head or at the written request of twenty-five percent of the faculty. One-half the voting membership of the faculty shall constitute a quorum. A simple majority of those present and those sending proxy votes and/or absentee ballots shall decide an issue. Proxies specific to particular items on the agenda may be given by one faculty member to any other voting member.

B. The Department Head shall serve as chairman of Departmental meetings. Minutes of the meeting and reports submitted to the faculty shall be kept and made available to the faculty.

C. The initial agenda for regular Departmental meetings shall be prepared by the Department Head and circulated in written form among the faculty at least five calendar days prior to the meeting. Additional items may be suggested by individual faculty and, at the discretion of the Department Head, be added to the agenda for the forthcoming meeting. Alternatively, items may be placed on the agenda by written petition of twenty-five percent

of the voting faculty. All such additions to the agenda must occur at least three days prior to the meeting. In addition, agenda items may originate in Departmental committees as described in III. A. (1) and (2).

III. Departmental Committees and Offices

A. Standing Committees and Offices

The following standing committees and offices shall be created, and they shall assume the responsibilities as described.

(1) Undergraduate Studies Committee.

(a) This committee shall be concerned with all matters relating to the undergraduate curriculum: course offerings, requirements for the economics majors, and the like. Proposals with regard to such matters may be submitted to the committee by individual faculty members. It shall be the duty of the committee to discuss such proposals with interested faculty members and to place such proposals, along with a committee report, on the Departmental meeting agenda. Final decisions on these matters shall rest with the Department.

(b) The committee shall consist of the Undergraduate Director, who will serve as chairman, the Director of the Undergraduate Major in Public Administration, and three additional faculty members, all of whom shall be appointed by the Department Head.

(c) The committee shall meet at least once each semester. The time and place of meetings shall be made known to the faculty; any faculty member shall have the right to attend any meeting and to be heard.

(d) The Undergraduate Director shall be responsible for the coordination of undergraduate advising.

(2) Graduate Studies Committee.

(a) This committee shall be concerned with all matters relating to the graduate curriculum: degree offerings, requirements for graduate degrees, graduate course offerings, and the like. Proposals with regard to such matters may be submitted to the committee by individual faculty members. It shall be the duty of the committee to discuss such proposals with interested faculty members and to place such proposals, along with a committee report, on the Departmental meeting agenda. Final decisions on these matters shall rest with the Department.

(b) The committee shall consist of the Graduate Director, who shall serve as chairman, and four additional faculty members, all of whom shall be appointed by the Department Head.

(c) The committee shall meet at least once each semester. The time and place of meetings shall be made known to the faculty; any faculty member shall have the right to attend any meeting and to be heard.

(d) The committee, through its chairman, shall be responsible for the coordination of graduate student advising.

(e) The committee, through its chairman, shall be responsible for organizing and coordinating faculty and student activities designed to aid economics graduate students in their search for employment. Duties here shall include the advising of students seeking

employment, corresponding with institutions or agencies that are potential employers, and the keeping of records germane to these activities.

(f) The committee shall be concerned also with the evaluation of currently enrolled students in the various graduate degree programs. During the second semester of the academic year, it shall recommend a ranking of currently enrolled students who are applicants for renewal of graduate assistantships and other forms of financial aid for use in the context of the Department Head's deliberations concerning such appointment for the following academic year.

(g) The committee shall meet as often as necessary to ensure timely action on matters under its jurisdiction. The time and place of meetings shall be made known to the faculty who individually shall have the right to attend. In addition, any individual faculty member shall have the right to submit written recommendations to the committee.

(h) Graduate Admissions Sub-Committee.

(i) This sub-committee of the Graduate Studies Committee shall be concerned with the recruitment and evaluation of applicants for admission to various graduate degree programs. Within admission standards and guidelines established by the University, the Haslam College of Business, and the Economics Department as a whole, it shall decide, by majority vote, whether individual applicants are to be admitted. It shall also recommend a ranking of applicants for graduate assistantships and other forms of financial aid for use in the context of the Department Head's deliberations concerning such appointments.

(iii) The sub-committee shall consist of the Graduate Director, who shall be the *ex officio* chairman, and at least two other faculty members.

(i) The Graduate Studies Director shall oversee the maintenance of all graduate students' records, preliminary and qualifying exam scores, copies of examination questions, and all other student-related information necessary to the operation of the graduate program.

(3) Committee on Promotion to Rank of Associate Professor.

(a) This committee shall consist of all Professors and Associate Professors who hold tenure in the Department of Economics. Its purpose shall be to make recommendations to the Department Head with regard to candidates for promotion to the rank of Associate Professor.

(b) The Department Head shall preside at meetings of the full committee and shall be responsible for calling meetings of the committee. The time and place of meetings shall be made known to committee members ten calendar days in advance.

(c) Ad hoc subcommittees shall be constituted to consider in depth the teaching, research, and public and institutional service effectiveness of individual candidates and to render a report to the committee as a whole. Such subcommittees and their membership shall be established by procedures acceptable to at least a majority of the full committee.

(d) Two-thirds of the committee membership being in attendance shall constitute a quorum for conducting business. Issues shall be decided by a simple majority of votes cast. Voting shall be by secret ballot, with votes to be counted independently by two committee members designated by the presiding officer.

Absentee ballots shall be allowed if the absentee voter is willing to relinquish any claim to anonymity vis-à-vis the two committee members counting the votes. An absentee ballot carrying the signature of the absentee voter must be delivered in writing to each of the

two committee members discharging this responsibility. There shall be, however, no further disclosure of the nature of the vote.

(4) Committee on Promotion to Rank of Professor.

This committee shall consist of all Professors who hold tenure in the Department of Economics. Its purpose shall be to make recommendations to the Department Head with regard to candidates for promotion to the rank of Professor. Operational rules for the committee shall be equivalent to those indicated above in III. A. (3) (b), (c), and (d).

(5) Tenure Committee.

This committee shall consist of all tenured members of the Departmental faculty. Its purpose shall be to make tenure recommendations to the Department Head in situations in which tenure decisions must be made separate and apart from promotion recommendations and decisions. The operational rules for this committee shall be equivalent to those indicated above in III. A. (3) (b), (c), and (d). In unusual circumstances, operational procedures may be altered by majority vote of the committee.

(6) Committee on the Promotion of Lecturers.

(a) This committee shall be appointed by the Department Head to make recommendations to the Haslam College of Business Lecturer Promotion Committee of candidates for promotion to the rank of Senior Lecturer and Distinguished Lecturer.

(b) The committee shall be composed of lecturers of academic rank higher than the candidate under consideration along with tenured or tenure-track members of the department's faculty.

(c) The Department Head shall preside at meetings of the full committee and shall be responsible for calling meetings of the committee. The time and place of meetings shall be made known to committee members ten calendar days in advance.

(d) The committee will evaluate the dossier of candidates against the standards described by the Office of the Provost's *Guidelines for UTK Lecturer Promotion Process*.

(e) Two-thirds of the committee membership being in attendance shall constitute a quorum for conducting business. Issues shall be decided by a simple majority of votes cast. Voting shall be by secret ballot, with votes to be counted independently by two committee members designated by the presiding officer.

Absentee ballots shall be allowed if the absentee voter is willing to relinquish any claim to anonymity vis-à-vis the two committee members counting the votes. An absentee ballot carrying the signature of the absentee voter must be delivered in writing to each of the two committee members discharging this responsibility.

(7) Policy Committee.

This committee shall consist of the Graduate Director, the Undergraduate Director, the Assistant Department Head, and three other faculty members – one Professor, one Associate Professor, and one Assistant Professor – elected individually by the faculty in the three ranks. The purpose of this committee shall be to offer advice to the Department Head with regard to policy matters and policy implications of operating and procedural matters. The chairman of this committee shall be elected by its members.

(8) Seminar Coordinator.

The Department Head shall appoint one faculty member to be the Department's Seminar Coordinator. The duties of this office shall include gathering names of possible speakers, inviting speakers to campus, coordinating the seminar schedule, and working with Departmental staff to make arrangements for travel, accommodations, and meals for invited speakers.

(9) Library Representative.

The Department Head shall appoint one faculty member to be the Department's Library Representative. The duties of this office shall include the establishment and maintenance of liaison with University of Tennessee libraries, the assuming of departmental responsibility for library book ordering, and the like.

(10) Recording Secretary.

The Department Head shall appoint one faculty or staff member to act as the Department's Recording Secretary. The Recording Secretary shall keep minutes of Departmental meetings, and shall distribute those minutes among the faculty.

B. Other Offices and Ad Hoc Committees

Various ad hoc committees may be constituted, under the appointment and direction of the Department Head, to deal with particular matters that occur periodically or sporadically. Matters that occur periodically include: (i) the make-up, administration, and grading of qualifying examinations in the fields of specialty offered by the Department in its graduate programs, (ii) the recruitment of faculty, (iii) the job placement of graduate students, and (iv) the peer evaluation of teaching.

(1) Graduate Examinations Coordinator and Examining Committees.

With regard to (i), either the Department Head or his delegated representative shall act as a Graduate Examination Coordinator to assign or recruit faculty to ad hoc committees whose purposes shall be to make-up and grade qualifying or preliminary examinations in subject matter fields as required by the Department's graduate programs.

The Graduate Examinations Coordinator shall also have responsibility, in consultation with the Department Head and the Graduate Director, for establishing schedules for such examinations, organizing the examination preparation and grading process, recording examination grades, and transmitting appropriate records.

(2) Recruiting Officer and Recruiting Committees.

With regard to (ii), either the Department Head or his delegated representative shall act as a Recruiting Officer whose primary duty shall be to oversee the organization of ad hoc committees to engage in the screening and interviewing process designed to establish a pool of candidates for faculty position vacancies when they arise in the Department.

The Recruiting Officer shall also have responsibility for overseeing the advertising of position vacancies, the processing of position applications, the arranging and scheduling of interviews, and the keeping of all records necessary for the recruitment and appointment of new faculty members, all in keeping with the letter, spirit, and intent of Equal Employment Opportunity and Affirmative Action procedures at The University of Tennessee.

(3) Other Departmental Offices, Committees, and Representatives on College or University Committees.

Other Department offices and/or committees may be required from time to time. Such positions may be filled by Department Head appointment, faculty nomination and election, or some other means in keeping with the procedures of the College and the University.

IV. Statements of Responsibility

These statements of responsibility describe the expectations for each classification of faculty, all of which must be interpreted within the general framework of the organization and regulations of the University of Tennessee, as detailed in the *Faculty Handbook* or *Manual for Faculty Evaluation*.

A. Responsibilities of assistant professors

Assistant professors are expected to:

- (1) be good teachers in every program in which they are assigned to teach;
- (2) achieve a recognized record of economics research, primarily through publishing in recognized, peer-reviewed economics journals;
- (3) establish a record of departmental service;
- (4) establish a record of professional, disciplinary, or university service;
- (5) work well with colleagues and students in performing their university responsibilities;
- (6) in cases involving a joint appointment in a research center, such as the Center for Business and Economic Research or the Howard Baker Center for Public Policy, undertake and successfully complete sponsored and/or unsponsored projects consistent with the mission and goals of the research center; and
- (7) normally serve as an assistant professor for five full years before being considered for promotion and tenure.

B. Responsibilities of associate professors

Associate professors are expected to:

- (1) be accomplished teachers in every program in which they are assigned to teach;
- (2) achieve and maintain a nationally-recognized record in economics research, primarily through publishing in recognized, peer-reviewed economics journals;
- (3) direct and/or serve on doctoral dissertation committees leading to appropriate job placements of the students;
- (4) serve as mentors to junior colleagues;
- (5) maintain a record of departmental service;
- (6) maintain a record for professional, disciplinary, or university service that is recognized beyond the College;
- (7) work well with colleagues and students in performing their university responsibilities;
- (8) in cases involving a joint appointment in a research center, such as the Center for Business and Economic Research or the Howard Baker Center for Public Policy,

- successfully lead sponsored and/or unsponsored projects consistent with the mission and goals of the research center and attain visibility with and recognition from a desired part of the center's constituency; and
- (9) normally serve as an associate professor for five full years before being considered for promotion.

C. Responsibilities of professors

Professors are expected to:

- (1) be accomplished teachers in every program in which they are assigned to teach;
- (2) have achieved and maintained a nationally-recognized record in economics research, primarily through publishing in recognized, peer-reviewed economics journals;
- (3) direct and serve on doctoral dissertation committees leading to appropriate job placements of the students;
- (4) serve as mentors to junior colleagues;
- (5) maintain a record of departmental service;
- (6) maintain a record for professional, disciplinary, or university service that is recognized beyond the College;
- (7) work well with colleagues and students in performing their university responsibilities; and
- (8) in cases involving a joint appointment in a research center, such as the Center for Business and Economic Research or the Howard Baker Center for Public Policy, successfully lead sponsored and/or unsponsored projects consistent with the mission and goals of the research center and attain visibility with and recognition from a desired part of the center's constituency.

D. Responsibilities of lecturers

Lecturers are expected to:

- (1) be excellent teachers in every program in which they are assigned to teach;
- (2) undertake professional development activities to further enhance their capabilities in teaching and in economics;
- (3) establish a record of professional, disciplinary, or university service, especially in regards to the university's instruction mission;
- (4) in cases involving an administrative appointment, provide excellent administrative service in line with the appointed duties;
- (5) in cases involving a research workload assignment, establish and maintain a record of economics research, primarily in peer-reviewed economics journals; and
- (6) normally serve as a lecturer for five full years before coming up for promotion to senior lecturer.

E. Responsibilities of senior lecturers

Senior lecturers are expected to:

- (1) be consistently excellent teachers in every program in which they are assigned to teach;
- (2) undertake professional development activities to further enhance their capabilities in teaching and in economics;
- (3) establish and maintain a record of notable professional, disciplinary, or university service, especially in regards to the university's instruction mission;
- (4) in cases involving an administrative appointment, provide excellent administrative service in line with the appointed duties;
- (5) in cases involving a research workload assignment, establish and maintain a record of economics research, primarily in peer-reviewed economics journals; and
- (6) normally serve as a senior lecturer for three to five full years before coming up for promotion to distinguished lecturer.

F. Responsibilities of distinguished lecturers

Distinguished lecturers are expected to:

- (1) be consistently excellent teachers in every program in which they are assigned to teach;
- (2) undertake professional development activities to further enhance their capabilities in teaching and in economics;
- (3) have established and maintained record of notable professional, disciplinary, or university service, especially in regards to the university's instruction mission;
- (4) in cases involving an administrative appointment, provide excellent administrative service in line with the appointed duties;
- (5) in cases involving a research workload assignment, establish and maintain a record of economics research, primarily in peer-reviewed economics journals.

V. Ratification and Amendment of These Bylaws

Ratification of these bylaws may be accomplished by majority vote of the Departmental Faculty. Subsequent to ratification, they may be amended by two-thirds majority vote of the voting faculty as defined herein.

All full-time faculty are evaluated on an annual basis. This includes tenured/ tenure track, and non-tenure track individuals. Following the timeline determined by the Provost's Office, faculty submit a Faculty Accomplishment Form and other requested documents for review. The Department Head is the sole evaluator of the faculty member's performance during the stated review period. Once the Department Head has submitted the review, the faculty member has opportunity to review the scores given and any narrative comments, then to respond if he or she chooses. More details on the evaluation process can be found in the *Faculty Handbook* and *Manual for Faculty Evaluation* from the Provost's web site.

In determining the appropriate quantitative scores in various categories of the university's annual review system, the Department Head will consider the following general criteria for assessment:

Teaching

Teaching is at the core of the duties for most faculty members. Excellence in the classroom is expected across all ranks, and for both tenured/tenure track and non-tenure track faculty with teaching assignments. While some development in teaching performance is likely over time, the same teaching standards are generally applied to all faculty.

In evaluating teaching, the Department Head may consider not just student-generated evaluation scores, but other factors such as the number of course preparations, new courses created, the ability to teach different levels of students and in different programs, rigor of learning objectives achieved, addressing campus initiatives, success in supervising student research or organizational action projects, any peer or other reviews performed, and/or other relevant inputs.

The baseline or standard of comparison for all scores is the rating of "meets expectations for rank". Based on the criteria noted above, a faculty member rated at this level is considered a competent instructor who is teaching the core learning objectives in the course(s) assigned, applying appropriate rigor, experiencing no major problems in the courses taught, and achieving a reasonable student satisfaction level. Other performance evaluation scores can be thought of as deviations from this "meets expectations" standard. The inherent challenge and subjectivity of these assessments is also acknowledged, though the Department Head makes every effort to be rigorous and equitable across all evaluations.

Research/Scholarship

Research is generally only expected from tenured/tenure-track faculty, as determined by assignments made through the workload policy. Research/Scholarship is considered from a multifaceted perspective. While academic journal articles are the central consideration in assessing a research portfolio for most research faculty, other types of contributions are also valued, including competitive grants from prestigious funding organizations, research-oriented books and book chapters, invited conference presentations and other research talks, and other forms of scholarly output. The following are general guidelines to be used in the determination of evaluation scores for research for various faculty levels.

Assistant Professors are expected to show promise in developing a program in disciplinary research and scholarship that is gaining external recognition. The probationary (pre-tenure) period is intended to allow time for an Assistant Professor to develop a research portfolio that will show clear achievement of this goal. Thus, the annual reviews should shift focus from "promise" to "accomplishments" over the course of the probationary period. For assistant professors, "meets expectations" in research represents steady progress towards

the establishment of a portfolio that establishes a scholarly reputation in their field that would be well regarded by our peer institutions. Consideration of progress relative to peers at other institutions is a valid input for the evaluation of an assistant professor.

Associate and Full Professors are expected to produce scholarly output that enhances their professional reputation and makes them a widely-recognized contributor in their discipline. It is acknowledged that the nature of scholarly output may change somewhat for some faculty as they progress past the awarding of tenure, perhaps to include more diverse contributions than just a focus on academic journal outlets. A rating of “meets expectations” for research should reflect an appropriate combination of quality journal contributions and other scholarly output, potentially including refereed practitioner-targeted publications, books, invited book chapters, etc. Consideration of the workload units assigned to research is relevant in all of these assessments.

Service

Service to the department, college, university, and discipline is a necessary and important element of being a valuable faculty member. Service can also take many forms including both internal and external roles. The performance evaluation score for service reflects the relationship between service workload units and service activities. Generally speaking, service expectations are lower during the pre-tenure (probationary) period than for tenured faculty. Non-tenure track faculty have no such general change in expectations over time. An evaluation score of “meets expectations” for service generally reflects competent participation in service roles in such a way that is respected by peers and adds value to the department, college, university, or discipline. Faculty assigned additional workload units for specific service roles must perform those roles well to meet expectations.

Professionalism

The professionalism evaluation criterion reflects a combination of attributes which we associate with a strong and valued faculty member (regardless of rank or tenure track / non-tenure track status). These include descriptors such as professionalism, collegiality, supportiveness, responsiveness, dependability, honesty, integrity, and so on. A rating of “meets expectations” reflects someone with a high level of these sort of attributes as we hold ourselves to high standards of professionalism in this college.

Joint Appointments

Some members of the faculty have joint appointments with research centers, and these joint appointments entail a broader set of responsibilities that are not easily categorized as teaching, research/scholarship, or service. Evaluations of performance for these additional responsibilities will occur within the context of each faculty member’s job description and in conjunction with separate performance evaluations to be provided by the relevant supervisors of those centers.