Bylaws

Department of Economics

 Central Connecticut

 State University

BYLAWS

SECTION 1

 DEPARTMENT PERSONNEL POLICIES AND PROCEDURES

1.1 APPOINTMENTS

1.1.1 Department Needs. The Chairperson shall, in consultation with the Department, identify needs for new faculty and shall communicate and explain these needs to the appropriate administrative officers.

1.1.2 Procedure. When a faculty appointment is authorized for the Department, a Search committee, that shall be bound by the By-Laws, set forth by the Economics Department Documents Committee, shall be formed of volunteers from the full-time tenured and tenure-track faculty members of the Department. All full-time members must be notified prior to the formation of the committee. In addition, the Department Chairperson shall serve as an ex officio member.

1.1.3 Orientation of New Faculty. The Chairperson shall inform the new appointee of the duties to be performed, and provide an orientation to the University and its procedures, including advising them on course evaluation procedures in a timely fashion.

 1.1.3.1 Mentoring of New Faculty. The Chairperson shall select and appoint, among all tenured faculty members of the Department, a Mentor to every new fulltime member hired as Assistant Professor. The Mentor, in consultation with the Chairperson and the DEC members, shall be responsible for guidance and orientation regarding the process of promotion and tenure as explained in the Department’s P&T Guidelines. The responsibilities of the Mentor shall conclude when the Assistant Professor is promoted or in the event that tenure is denied by the University.

 1.1.4 Part-time or Emergency Appointments. The Chairperson (or a faculty-member designated by the chair) shall, in consultation with the Department, identify needs for part-time or emergency appointments and shall communicate and explain these needs to the appropriate administrative officers.

1.1.4.1 Procedure. The Chairperson (or a faculty-member designated by the chair) shall be responsible for appointing and evaluating part-time faculty members. Procedures shall include, but are not be limited to:

 1. Announce the position in compliance with Affirmative Action procedures.

 2. Screen the applications received and on file.

 3. Select a qualified candidate to fill the vacant position.

1.2 RENEWAL, PROMOTION AND TENURE

 1.2.1 Application. Each year, according to the timetable established by the current AAUP-BOR contract, the DEC will notify in writing all faculty members who are eligible for renewal, promotion and/or tenure. Faculty members will be informed of (1) the fact and purpose of the evaluation, (2) the opportunity to submit materials to the DEC, and (3) the opportunity to appear personally before the DEC prior to the DEC's recommendation.

 1.2.2 Action by Departmental Evaluation Committee. Applications will be forwarded by the faculty member to the DEC for initial action in conducting an evaluation of each faculty member concerned. The DEC will then make its recommendations for administrative action as indicated in Article 2.1.2 of the Department's Constitution.

 1.2.3 Notification by DEC. The DEC will be responsible for setting up detailed instructions concerning the policies and procedures to be followed and in properly informing department members concerning these matters.

1.2.4 Faculty Rights in Evaluation Proceedings. In all evaluation proceedings, the concerned faculty member has the right to appear before the DEC to request clarification of proceedings, review evidence, and present evidence on his or her own behalf before the DEC's recommendation is made to administrative officers.

 1.2.5 DEC Responsibilities. Tenured and non-tenured faculty will be evaluated by the DEC in accordance with university regulations and the current AAUP-BOR contract. Whenever possible, professional assessments will be coordinated with evaluations for renewal, tenure and promotion to avoid duplication of effort. (See Article 2.1.2 and DEC policies and procedures.)

 1.2.6 Student and Peer Evaluations. Student and peer evaluations will form a major portion of evaluations by the DEC. Data on student evaluation should be collected and maintained by the individual faculty member for submission to the DEC. Peer evaluations are mandatory for tenure-track faculty and optional for tenured faculty members.

1.3 PROFESSIONAL ASSESSMENT OF NON-TENURED FACULTY

Each non-tenured full-time faculty member in the first year of appointment shall receive written evaluation of performance and a corresponding recommendation for renewal during the second semester of service. Thereafter, there shall be an annual written evaluation and recommendation as required by the term of the appointment.

 Recommendations for non-renewal of contract shall be made by the DEC and be based upon unsatisfactory professional evaluations. Evidence must be given of severe deficiency in one or more of the criteria for professional assessment: quality of teaching, creativity activities, service and professional activity. Such deficiencies shall be judged to render the faculty member's overall performance unacceptable.

In the above process, the DEC will initiate and carry out action to assist the faculty member in all possible ways to improve professional assessments.

1.4 PROFESSIONAL ASSESSMENT OF TENURED FACULTY

1.4.1 Regular Assessments. Each tenured faculty shall receive one professional assessment every six years unless (a) the DEC, in an effort to assist, schedules the next assessment in less than six years, or (b) the faulty member requests more frequent assessment. The DEC may schedule an increased frequency of assessment only on the occasion of a regularly scheduled assessment. The DEC will use the evaluation criteria and procedures described in the current AAUP-BOR contract. All assessments completed by the DEC will be reviewed by the member, who may append comment before the assessment is sent to the Dean of the Carol A. Ammons College of Liberal Arts and Social Sciences.

1.4.2 Special assessments. Special assessments, requested by the Dean or Provost, will be conducted in accordance with procedures described in the current AAUP-BOR contract.

1.5 REPRIMAND, SUSPENSION AND TERMINATION

Reprimand, Suspension or Termination of a faculty member either on tenure or on a pre-tenure appointment shall be recommended only for "adequate cause" as defined in the current AAUP-BOR contract. Direct and substantial evidence concerning the faculty member's unfitness to discharge professional responsibilities, falsification of credentials, or abandonment of duties will be required. These proceedings will be conducted as described in the AAUP-BOR contract.

 SECTION 2

 FACULTY TEACHING SCHEDULES AND ASSIGNMENTS

2.1 PREPARATION OF COURSE SCHEDULES

The Chairperson (or a faculty-member designated by the chair) is responsible for preparing teaching schedules and assignments for each semester and winter/summer session.

2.2 CONSULTATION WITH FACULTY

Department members shall be provided the opportunity to consult with the Chairperson to discuss and plan their teaching schedules and work load each semester, prior to the finalization of their schedules.

2.3 COURSE ASSIGNMENT

Whenever feasible, efforts will be made by the Chairperson to assign course loads under the following guidelines.

 2.3.1 Course Preparations. Within the 12 credit hour full-time teaching load the maximum number of different course preparations for a faculty member shall normally be two. Faculty members' needs and preferences in time and days of class schedules shall be taken into account in teaching schedule assignments.

2.3.2 New Course Assignments. When assigned to a new course, the faculty member shall be given one semester's advance notification, prior to the date the course begins, except in cases of emergency re-assignment.

2.3.3 Class Size Limits. In consultation with faculty, recommendations for optimal class size(s) shall be forwarded by the Department Chairperson to the appropriate administrative officers. In instances where a 300 or 400 level course has not reached 15 students by the end of the early registration period, that course will ordinarily be cancelled and replaced with an offering of Principles of Macroeconomics or Principles of Microeconomics.

2.4 GUIDELINES FOR SUMMER AND WINTER SESSION SCHEDULING

In addition to sections 2.1 and 2.2 above, the following values and guidelines shall govern summer and winter session teaching assignments:

1. Both student need and faculty preference should be considered.

2. All tenured or tenure-track faculty should have the opportunity to offer at least one class during winter session or during the Summer. “Priority” (below) applies to all rounds of the course selection process. A “round” is to be defined as one course offering in summer or winter. Priority should not keep any full time tenure-track faculty member from having at least one summer or winter session offering if they choose.

3. Priority Rankings:

* Highest priority for course assignment during summer and winter sessions should go to the Department Chairperson.
* Faculty shall select courses (in rounds) according to the following schedule:
	+ Chair of the Economics Department
	+ Highest rank obtained
	+ Years in rank
		- If a tie exists, faculty will alternate years in which they choose first, for the duration of the tie.

 SECTION 3

 DEPARTMENT MEETING PROCEDURES

3.1 NOTICE OF MEETINGS

The Chairperson shall call and chair Department meetings. Members shall be given notification of date, time, and place of meetings at least five business days in advance. In circumstances where time is of the essence a majority-rule vote of the faculty may be taken to permit more expedient scheduling of meetings. When this is necessary all documents being considered at the meeting will be distributed to faculty electronically.

 3.1.1 Voting in Abstentia. Faculty members who are unable to attend a meeting, my cast their vote electronically.

3.2 AGENDA

Agenda items for each meeting shall be available to each Department member five business days prior to the meeting. Substantive proposals that are on the agenda shall be attached to it. Agenda items should be turned in to the Chairperson or a Steering Committee member six business days prior to meetings.

3.2.1 Additions to Agenda. An item may be placed on the agenda upon approval of the majority of the Department acting in a regular meeting.

3.3 MINUTES

Minutes of meetings shall be taken by the Department’s secretary. Minutes shall be distributed, subject to the review of the Chairperson. Minutes of the meetings should normally be distributed, to each member of the Economics Department, within two business days of the meeting.

3.4 MEETING LENGTH

The duration of the Department meetings normally shall not exceed one and one-half hours.

3.5 PROCEDURES

The Chairperson shall call meetings to order and end once all items have been presented and discussed.

 SECTION 4

 ELECTION PROCEDURES

4.1 PROCEDURES

Election of the Chairperson, members and departmental representatives to university committees shall, in instances when more than one candidate exists, be conducted using written ballots. When a faculty member runs un-opposed, no written vote is necessary.

4.2 NOMINATION PROCEDURES

The Chairperson shall solicit nominations for positions from all department members, publishing at the time of solicitation a list of continuing committee members and representatives and persons ineligible for nomination, whichever is appropriate.

4.2.1 The Chairperson shall determine the willingness of each nominee to be a candidate. Each person nominated and willing to be a candidate shall be listed on the elections ballot. This ballot shall request a vote for as many persons as there are positions to be filled.

4.3 ELECTION AND RUN-OFF PROCEDURE

In the event that no nominee receives a majority, a second balloting shall be conducted. For one vacant position, the second ballot shall list the two persons receiving the highest number of votes. When there is more than one position, the ballot shall list, from the persons with the highest number of votes, a number equal to the number of positions plus one. The person receiving the second highest number of votes for University committees shall serve as the alternate for that committee.

4.4 ELECTION OF THE CHAIRPERSON

Subsequent to the steps given in 4.1, 4.2, and 4.2.1, the following procedures apply. Each full-time department member will be allowed to submit a maximum of three nominations for Department Chairperson from all tenured faculty members of the department. Permission should be obtained from the nominee before submission of the nomination. All nominees will be placed on a ballot and each full-time member of the department will be asked to vote for one of the nominees. The nominee who receives the largest number of votes will be designated as Chairperson-Elect. The person who receives the next largest number of votes shall be designated as the second-ranked choice. The third-ranked choice shall be the person with the third largest number of votes. All three candidates will be recommended to the Dean of the Carol A. Ammons College of Liberal Arts and Social Sciences in the designated order. In the event of a two-way tie, a runoff election will be held for the tied position. In the event of a three-way tie, all three candidates will be forwarded to the Dean if the Carol A. Ammons College of Liberal Arts and Social Sciences with no stated preference for Chairperson-Elect.

4.5 SPECIAL ELECTIONS

Special elections may be conducted in department meetings if approved by a majority of department members. Election shall be by majority vote of those present and voting. In the event that no candidate receives a majority, a second ballot will be conducted after the manner described in 4.3.

 SECTION 5

 DEPARTMENT COMMITTEE PROCEDURES

5.1 COMMITTEE ORGANIZATION

Each standing committee shall organize itself for its operations at its first meeting of the year. This shall ordinarily occur in the month of September. Such organization shall include at least the following: election by majority vote for the offices of chairperson and secretary for the year, and designation of a tentative schedule of dates for the semester's meetings.

5.2 OPEN MEETINGS

All department committee meetings normally shall be open to all department members to observe and contribute to committee discussions. Visitors to committee meetings shall not have voting privileges.

5.3 NOTICE OF MEETINGS

In order to allow for adequate deliberation on committee business, chairpersons of each department committee shall notify all department members of the committee's meeting time, date, place, and agenda at least one week in advance. The Chairperson shall be responsible for the agenda, except that the secretary may be designated by the former to draw it up in his/her absence. Any member of the Committee or another department member may suggest items for the agenda.

5.4 MOTIONS IN WRITING

Before it may be voted upon at a meeting, any motion of a substantial nature shall be given in writing to every committee member.

5.5 CLOSED MEETINGS

The chairpersons of department committees may call executive (closed) sessions of their committees when deemed appropriate.

 SECTION 6

 OPEN HEARINGS

6.1 MATTERS FOR HEARINGS

For any matter involving, but not limited to, a substantial addition to or revision of either the curriculum or the Constitution of the Department, there shall normally be a minimum of one open hearing in which all members of the Department shall be invited to participate.

6.2 SPONSOR

The hearing shall be conducted under the sponsorship of the appropriate committee, or alternately, by the Department's Chairperson or an appointee, as may be necessary.

6.3 NOTICE OF HEARING

A notice of such hearing shall be in writing ten days beforehand; such notice shall include the purpose and subject matter of the hearing. Copies of the proposed addition or change shall be circulated to every member with the notice.

6.4 CONDUCT OF HEARING

Hearings will include a clear introduction to the topic and the opportunity for a careful review of its contents in their entirety. The sponsoring body shall take due notice of suggestions received at the hearing when framing its final report or proposal.

 SECTION 7

 STUDENT COMPLAINTS

7.1 PRESENTATION OF COMPLAINTS

Student complaints are related generally to questions concerning grades and/or other instructional considerations, although occasionally a personality conflict may occur. A majority of these complaints result either from some misunderstanding or from a communication breakdown.

Complaints are normally presented in the following ways:

1. To the instructor directly.

 2. To the Chairperson.

 3. To other faculty members.

7.2 COMPLAINTS PRESENTED TO THE INSTRUCTOR

All complaints, justified or not, should be a matter of serious concern to the instructor, and every effort should be made to reach some solution agreeable to both parties. As a first step, the complaint should be handled by a discussion in which the instructor may assume responsibility for clarifying the complaint and cite the basis for earlier action. In general, this discussion should lead to a resolution of the complaint. In the event that a student remains dissatisfied, the instructor may then refer the student to the Department Chairperson. This may lead to a joint conference of all parties concerned.

7.3 COMPLAINTS PRESENTED TO THE CHAIRPERSON

Upon receiving a complaint from a student, the Chairperson should ascertain whether or not the student has consulted the instructor concerned. If not, the student should be referred to the instructor to provide the opportunity for the complaint to be considered in the manner described in 7.2. If the student has consulted with the instructor, but remains dissatisfied, the Chairperson should hear the complaint and attempt to resolve the problem. This may be accomplished simply between the Chairperson and the student; provided that the resolution does not involve usurpation of the instructor's prerogatives. In cases where a problem cannot be resolved quickly, the Chairperson should confer with the instructor. In some cases, a joint conference involving student, instructor, and Chairperson may be necessary. In any event, the Chairperson should inform the instructor concerned in writing of the complaint, and the final action. When the complaint has not been settled at the departmental level, the student shall be referred by the Chairperson to the appropriate administrative official. A memorandum noting the referral shall be sent to the appropriate administrator with copies sent to the student and instructor. Due consideration to confidentiality shall be given by the Chairperson throughout the procedure.

7.4 COMPLAINTS PRESENTED TO OTHER FACULTY MEMBERS

In this event, the faculty member should limit his involvement and refer the student to the instructor concerned. If the student expresses a fear of retaliation, referral to the Chairperson may be made. Faculty members are expected to maintain professional behavior and avoid unethical actions such as listening to or eliciting complaints from students concerning another faculty member.

7.5 Once a complaint has been settled, the Chairperson is allowed to keep his or her notes as records. Complaints shall be placed in the faculty member's personnel file if they go through the Office of Diversity and Equity or if they follow an Article 16 proceeding.

SECTION 8

REVIEW AND REVISION

8.1 REVIEWING AND REVISING THE BYLAWS

The Bylaws shall be reviewed biennially, by the Economics Department Document Committee, during the fall semester. Revisions recommended by this Committee will be presented to the Department as amendments to the Bylaws in accordance with amendment procedures in Article 4.2 of the Constitution and approved by a majority vote of the tenured and tenure-track faculty.