

**BYLAWS**  
**DEPARTMENT OF ECONOMICS**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
**UNIVERSITY OF NEVADA, RENO**

**I. MISSION OF THE DEPARTMENT OF ECONOMICS**

The mission of the Department of Economics is to provide effective knowledge of economics through its Undergraduate and Master programs, to enhance professional development opportunities of its faculty in areas of teaching and scholarship, and to make contributions to economic development of the state of Nevada. The Department will achieve these objectives through the continuation and preservation of the highest standard.

**II. DEPARTMENT OF ECONOMICS BYLAWS**

- A. These Bylaws are authorized by the Bylaws of the College.
- B. These Department Bylaws are subordinate to and shall not conflict with either the College Bylaws or the UNR Bylaws. Amendment of these Bylaws shall be in force upon: (1) approval by two-thirds of those members of the Department faculty who vote in a fair, written, and secret ballot; (2) approval by the Dean; and (3) approval by the President. Approved department bylaws shall be made available to all faculty by the Department.

A Bylaws Committee shall review all proposed amendments. This committee shall consist of three faculty members elected by secret ballot of the Department's voting members, with terms not to exceed one year. Members may serve more than one term. Proposed amendments to these Bylaws shall be addressed to the Chair, who shall forward these proposals to the Bylaws Committee, who in turn shall review these proposals and make a recommendation to the faculty. Proposed amendments shall be distributed to the faculty together with the recommendations of the Bylaws Committee. A faculty meeting may be called as per Section V.A of these Bylaws to consider and vote on the proposed amendments, or the Chair may hold an election by mail ballot as per Section VII.B of these Bylaws.

- C. The purposes of these Bylaws are to establish:
- Rights and responsibilities of faculty members in the Department,
  - Procedures for evaluation of Faculty Performance,
  - Criteria for Promotion in Rank, Tenure, and commendation for merit,
  - Procedures for meetings of the Department,
  - Duties of and procedures for the selection of standing Department Committees,
  - Duties of and procedures for the selection of the Department Chair, and
  - Search procedures.

**III. RIGHTS AND RESPONSIBILITIES OF FACULTY**

- A. Faculty of the Department of Economics shall have all rights of academic freedom provided by The University of Nevada System Code, and the Bylaws of the University and College.
- B. Department faculty having full voting rights shall include:
- All continuing professional staff with a contract that assigns at least 0.5 Full-Time-Equivalent (FTE) of their position to the Department, excluding visiting faculty on leave from other universities; or
  - All professional staff whose promotion or tenure or merit decisions are the responsibility of the Department.
- C. Individual faculty in the Department have a general collegial responsibility to demonstrate intellectual and academic development and progress. Criteria for demonstrating fulfillment of these responsibilities shall be the basis of faculty evaluations for the purpose of granting promotions in rank, tenure, and commendations of merit.

**IV. EVALUATION OF FACULTY PERFORMANCE**

- A. Faculty shall be evaluated on their teaching performance, their research contributions to the field of economics, and their service to the Department, College, University, the State, and the community as a whole, consistent with their role statement.
- B. All members of the Department faculty shall submit a role statement to the Chair at the beginning of each calendar year. The Chair shall then review the role statements of all faculty to ensure that they are compatible with the mission and the needs of the Department as well as the long-run professional interests of the faculty member, and the Chair may require the faculty member to revise his or her role statement accordingly. Once approved by the Chair, all role statements shall be made available to the Department faculty.

The role statement should be a general statement of the faculty member's intended allocation of effort for the coming year, with regard to teaching, research, and service. In particular, the role statement should indicate any major departure from the normal teaching, research, and service responsibility of the faculty member. As such, the role statement is a written understanding between the faculty member and the chair regarding the general allocation of time. The role statement, however, is not a contract nor does it in any way supercede the standards for merit, tenure, and promotion as expressed in the bylaws of the Department, College, or the University.  
[amended 1/31/2003]

- C. The Department Personnel Committee constituted under these Bylaws shall evaluate faculty performance to determine whether an individual faculty member's performance is "excellent," "commendable," "satisfactory," or "unsatisfactory" in each of three areas of teaching, research, and service and in their overall performance.

- D. The evaluation of research shall include but not be limited to:
- Publications in refereed academic journals,
  - Publications in refereed practitioner journals,
  - Scholarly books,
  - Publications in proceedings,
  - Presentations at academic meetings,
  - Presentations at practitioner meetings, and
  - Working papers.
- E. The evaluation of teaching shall include but not be limited to:
- Student evaluations,
  - Quality of course material, and
  - External teaching activities including, but not be limited to, supervision of theses, supervision of independent studies, and coordination of student activities in professional organizations.

The quality of work in each of the above categories of research and teaching shall be evaluated by the Department Personnel Committee in conjunction with the faculty role statement.

- F. The evaluation of service shall include internal, external and community service.

**Internal Service:**

- Acting as a representative on departmental, college, university, and system level committees,
- Serving as chair of the Department, and
- Acting as an advisor to a student organization.

**External and Community Service:**

- Serving as an officer or board member of a professional organization,
- Paper/book reviews for a journal,
- Book review for a publisher,
- Publications in practitioner newsletters,
- Serving on the editorial board of an academic and/or professional journal,
- Being a track chair or workshop leader at a professional conference,
- Serving on committees to review academic programs in other universities,
- Paper review for academic and/or professional meetings,
- Organizing a professional seminar for the business community,
- Participation in local community services that may include:
  - (1) Membership on the board of an organization which promotes and recognizes the Department or College or University, and
  - (2) Professional speaking to local community,
- Continuing Education teaching,
- Consulting reports,
- Public testimony, and
- Participation in popular media outlets.

- G. Criteria for evaluating demonstrated performance include:
- *Criteria for granting Tenure:* Tenure may be considered if a qualified applicant is rated “excellent” in teaching or research. The applicant must be rated “commendable” or better in both teaching and research and at least satisfactory in service.
  - *Criteria for Promotion to Associate Professor:* The criteria for promotion to Associate Professor shall be the same as the criteria for tenure;
  - *Criteria for Promotion to Full Professor:* The criteria for promotion to Full Professor shall be the same as the criteria for Associate Professor with the following additions:
    - (1) Promotion to Full Professor shall be recommended by the Department Personnel Committee when the applicant has demonstrated continued professional development and nationally and/or internationally recognized contributions to the discipline of Economics through research and service;
    - (2) There should also be evidence of continued professional development in the entire spectrum of professional obligations including, but not be limited to, “excellent” or “commendable” ratings in research, teaching, service, and in overall performance.
  - *Criteria for Commendation for Merit:* Commendation for meritorious performance shall be based on the role statement and annual evaluations of faculty research, teaching and service. Commendations for merit shall be made when faculty are rated “excellent” in at least two of these three areas of performance.

V. **MEETINGS OF THE DEPARTMENT**

- A. The faculty of the Department shall meet at least once each academic term. Additional meetings will be held at the request of the Dean of the College, the Chair, or upon written request of twenty-five percent of voting faculty members.
- B. Departmental meetings shall be governed by procedural rules agreed upon by a majority of faculty present at a meeting.
- C. A quorum shall consist of fifty-one percent of all voting faculty in the Department.
- D. The minutes of the Department Meetings will be prepared by the Department Secretary and will be distributed to the Department Faculty in a timely fashion for approval at their next meeting.
- E. On matters requiring a vote of the department faculty, the chair shall notify the faculty and set a deadline for their response. If no meeting is called as per section V.A. of these bylaws, then the chair shall call for a vote by mail ballot. A quorum of fifty-one percent is required for all mail ballots.

**VI. DEPARTMENT COMMITTEES**

- A. With the exception of the Department Personnel Committee and Curriculum Committee, there shall be no standing committee of the Department.
- B. Ad hoc committees may be formed to perform specific Departmental duties by a majority vote of the faculty. Such committees shall be dissolved upon reporting to the faculty that these duties have been completed.
- C. A Department Personnel Committee shall be elected annually by secret ballot of voting members of the Department. This Personnel Committee shall consist of three tenure-track voting members of the Department.
- The Personnel Committee shall evaluate the performance of all members of the Department for the purpose of recommending commendations of merit for individual faculty. The committee shall consider the approved role statements for the prior calendar year in making recommendations for the annual evaluation of faculty. [amended 1/31/2003]
  - The Personnel Committee shall also evaluate the performance of the Department Chair.
  - The Personnel Committee shall also evaluate requests for promotion in rank and requests for tenure of the faculty of the Department.
  - The evaluations of the Personnel Committee shall be sent to the Chair of the Department, to be forwarded to the College Personnel Committee and to the Dean of the College. These evaluations are advisory.
- D. In the event that a member of the faculty requests promotion in rank, the Department Chair shall call for a meeting of all faculty holding the rank being sought by the individual, or higher rank, to discuss the promotion request. A ballot of all faculty in the meeting will be taken on the request for promotion. In the event of a request for tenure, the Department Chair shall call for a meeting of all tenured faculty, to discuss the tenure request. A ballot of all faculty in the meeting will be taken on the request for tenure. In either case, the outcome of the recorded ballot will be provided by the Department Chair to the Department Personnel Committee.
- E. A Department Curriculum Committee shall be elected annually by secret ballot of voting members of the Department. This Curriculum Committee shall consist of three voting members of the Department.
- The major responsibility of the Curriculum Committee shall be to evaluate requests by the Department Faculty to add, remove, or substantially alter courses or curriculum requirements. Course revisions will not normally be reviewed by the Curriculum Committee unless they merit changes to the course descriptions found in the University Catalog.
  - Recommendations of the Curriculum Committee for specific changes or additions to courses or curriculum requirements shall be sent to the Chair, who shall distribute them to the Department Faculty. A faculty meeting may be called as per Section V.A of these Bylaws to consider and vote on these recommendations. Recommendations of this Committee which are approved by the faculty, or for which no meeting is called, shall be forwarded by the Chair to the College Curriculum Committee for further consideration.

**VII. DEPARTMENT CHAIR**

- A. The Chair shall hold office subject to a re-election by a majority of all voting members of the Department. An election by secret ballot shall be held every third year of the Chair's tenure in office. There is no term limit on the Department Chair. In addition, a vote of confidence by secret ballot shall be held upon the receipt of written request by fifty percent of the voting members of the Department. If two-thirds of all voting members vote against the continuation of the Chair, then the College Dean shall appoint an acting chair, and the Department will select a permanent (new) Chair by secret ballot in a reasonable time.
- B. The Chair has primary responsibility for:
- Approval of expenditures of Department funds;
  - Calling Departmental meetings as per Section V.A of these Bylaws;
  - Scheduling convenient and timely departmental meetings, and clearly communicating the schedule and agenda in advance, so that as much as possible all voting members of the department faculty may attend and be adequately prepared;
  - Calling for votes by the faculty and ensuring that these votes, whether by mail ballot or in departmental meetings, follow fair and established procedures;
  - Establishing and communicating clear, convenient, and reasonably timely deadlines for faculty mail ballots or faculty requests to convene departmental meetings;
  - Reviewing, negotiating, and approving the role statements of all department faculty to ensure that they are compatible with the mission and the needs of the Department as well as the long-run interests of the faculty member, and making approved role statements available to all department faculty; [amended 1/31/2003]
  - Evaluating faculty members requesting promotion in rank or tenure;
  - Evaluating faculty members' overall performance for recommendations of merit; and
  - Conveying important policy matters to members of the Department, College, and the University.
- C. The performance of the Chair shall be evaluated by the elected Personnel Committee using input from all voting members of the Department at the end of the Fall semester of each academic year. The report shall be treated as advisory and be forwarded to the Dean of the College.
- D. The Department Chair shall appoint an Acting Chair of the Department during a temporary leave. The Acting Chair shall assume all the responsibilities of the Department Chair written in these Bylaws.

**VIII. SEARCH PROCEDURES**

- A. When openings appear within the Department, an ad hoc Search Committee shall be formed in accordance with the procedures provided in these Bylaws.
- B. The Search Committee shall develop a position description for each opening and undertake a search for the purpose of identifying qualified candidates for the position(s) to be filled.
- C. After reviewing applicants' qualifications, the Search Committee shall present a list of qualified candidates to the members of the Department for consideration. The voting members of the

Department shall then develop a ranking of these candidates for the purposes of filling the vacant position(s) in the Department. The criteria to be used by the Search Committee and the Department in developing this ranking shall take into consideration the likelihood of a candidate meeting the criteria for promotion, tenure, and commendation for meritorious performance provided in these Bylaws.