

## DEPARTMENT OF ECONOMICS POLICY STATEMENT

as approved October 26, 1996, and subsequently amended 11/21/2010 and resubmitted for approval on 4/20/2012.

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## ECONOMICS DEPARTMENT POLICY STATEMENT

(Adopted 2/15/78)

As Amended 3/21/79,4/15/83,10/17/83,11/22/83,1/21/1991,1/1992, and 11/5/92 and as approved June 22,1994 and submitted for approval 7/8/96. Subsequently amended 11/21/2010 and resubmitted for approval on 4/20/2012.

It is the right, the responsibility, and the privilege of University faculties to participate in the governance of their departments. Fundamentally, what is desirable and intended by the Department Policy Statement is to ensure meaningful participation by department faculties and procedural regularity within departments. It is understood that the ultimate power of decision- making resides with the administration. This Policy Statement is one means by which the faculty of this department make recommendations to Western.

### 1. DEFINITIONS

In these policy statements, the expression "Meeting of the Department Faculty" means a meeting of the board appointed faculty but not including the Chairperson. The expression "Department Meeting" means a meeting of the board appointed faculty with the Chairperson.

### 2. RULES

At all meetings of the Department and of the Department Faculty, no action may be taken unless a quorum is present. Fifty percent of the members (those on leave who are not in attendance are excluded) of the Department of Economics shall constitute a quorum. A simple majority of those present shall be required for action unless otherwise provided in the statement. Every effort will be made to bring all Department business to the meetings held during the Fall and Winter semesters. Business that cannot be postponed will be dealt with at meetings during the Spring and Summer sessions where, after due invitation to attend the meeting has been extended to all members, the members presently teaching (not to exceed the number required to constitute a quorum during the previous Winter semester) will constitute a quorum.

Absentee ballots will be accepted in those cases where pre-determined motions are available. Such ballots shall be given to the Department Chairperson prior to Department Meetings, or to the AAUP Council Representative prior to meetings of the Department Faculty. Votes by proxy will not be admissible.

### 3. DEPARTMENT DEGREE REQUIREMENTS

Proposals for changes in undergraduate Economics major and minor requirements shall be referred to the Department Curriculum Committee, which shall submit its recommendations to the Department at a Department Meeting. Changes approved by voting at the Department Meeting are recommendations to the Chairperson.

Proposals for changes in graduate degree requirements shall be referred to the Graduate Programs Committee which shall submit its recommendations to the Department at a Department Meeting. Changes approved by voting at a Department Meeting are recommendations to the Chairperson.

4. ADDITION. MODIFICATION OR DELETION OF COURSES

Proposals for adding new courses, changing courses, or dropping courses shall be submitted in writing to the Department Curriculum Committee for undergraduate courses or to the Graduate Programs Committee for graduate courses. (500-level courses will be reviewed by both Committees). These Committees shall make a recommendation to the Department about each proposal. Proposals approved by voting at a Department Meeting are recommendations to the Chairperson.

5. DEPARTMENT BUDGET ALLOCATIONS

The Department Budget shall be available to each member of the Department Faculty according to procedures specified in the contract. Each year, the Executive Committee shall discuss the needs of the Department with the Chairperson and may submit, to a Department Meeting, recommendations concerning the budget. The Department may vote budget recommendations to the Chairperson.

6. MERIT PAY

When merit pay is authorized by the University, the Executive Committee shall recommend to the Department a procedure for the allocation of merit pay.

7. FACULTY TENURE

Tenure reviews shall be conducted according to the schedule specified in the Contract. Each faculty member scheduled for tenure review shall be notified of this fact at least three weeks before any meeting is held or other action is taken relating to that member's tenure, and shall be invited to submit records and information to the Department Tenure Review Committee (TRC) for its use in developing tenure recommendations. This committee shall consider this and all other available information, including student and peer evaluations, and shall develop a recommendation for each faculty member being reviewed. The committee shall use the criteria established in the contract in formulating their evaluations. The Chairperson of the committee shall inform the member under review of the recommendation respecting his/her tenure, and the Chairperson of the committee shall report the recommendations of the committee to the Department Chairperson and to all tenured board appointed Department faculty.

a. The Tenure Review Committee (TRC):

- (i) MEMBERSHIP: The TRC shall consist of all tenured members of the Department except for the Chairperson.
- (ii) QUORUM: Two thirds of the committee shall be necessary for the conduct of

business.

- (iii) CHAIRPERSON OF THE TRC: The Chairperson of the TRC shall be elected at the first meeting of the committee.
- (iv) ABSENTEE BALLOTS: Committee members on sabbatical leave or leave of absence shall be given the opportunity to participate in tenure reviews in person. The Chairperson of the TRC shall inform those members of upcoming tenure reviews. Those members who are unable to attend may give their absentee ballots to the Chairperson of the TRC. In cases of appeal, however, participation must be in person. Votes by proxy are not admissible in all matters of tenure.

b Appeal Procedures

Within two weeks of notification of the recommendation of the TRC, the individual who is the subject of the recommendation may request the TRC to reconsider its action in his or her case. Not later than one week after receiving such a request, the TRC shall meet to consider its recommendation. The appealing individual may appear at this meeting to speak and/or to supply rebuttal arguments and/or additional information. A second vote of the TRC shall be taken and the number of votes for and against recommending tenure shall be reported to the Department Chairperson by the Chairperson of the TRC.

All appeals procedures shall conform with the contract provisions.

8. PROMOTION

Promotion reviews shall be conducted according to the schedule specified in the Contract. Each faculty member scheduled for promotion review shall be notified of this fact at least three weeks before any meeting is held or other action is taken relating to that member's promotion, and shall be invited to submit records and information to the Department Promotion Committee (PC) for its use in developing promotion recommendations. This committee shall consider this and all other available information, including student and peer evaluations, and shall develop a recommendation for each faculty member being reviewed. The committee shall use the criteria established in the contract in formulating their evaluations. The Chairperson of the committee shall inform the member under review of the recommendation respecting his/her promotion, and the Chairperson of the committee shall report the recommendations of the committee to the Department Chairperson and to the members of the PC.

a. Composition of the Promotion Committee (PC): The Promotion Committee shall consist of all full professors of the bargaining unit faculty of the Department. Each Fall Semester, if the number of full professors falls below five, additional members of the Promotion Committee are to be elected until the Promotion Committee has five members. All bargaining unit faculty of the Department who have tenure and who are not to be considered for promotion during that year may stand for election to the Promotion Committee. All tenured and tenure-track bargaining unit faculty of the Department are eligible to vote.

- b. Chairperson: The chairperson of the PC shall be elected for a one year term at the first meeting of the committee.
- c. Qualifying Criteria: Qualifying criteria shall be as specified in the contract. The Ph.D. degree is required for promotion to the rank of assistant professor, associate professor, and professor.
- d. Judgmental Criteria-The three basic criteria for recommending promotion to the associate professor and professor ranks are:
  - (i) quality of research
  - (ii) quality of teaching
  - (iii) professional service

Quality of research will be evaluated by the Department's Promotion Committee based on the published articles, monographs, and books of the faculty member. Works accepted for publication will also be considered. Other types of professional service and recognition will also be considered; however, both scholarly activity reflected in published materials and teaching proficiency reflected in student and peer evaluations are essential in being recommended for promotion.

The higher the rank to be recommended, the more important will publication performance be, relative to teaching performance and professional service, in the Department's evaluation. Promotion from associate professor to professor shall not be recommended without evidence of substantial publication since the individual's last promotion. Favorable consideration will be given to exceptionally valuable contributions in teaching, to the development of the Department, and in University service-teaching considered to be most important of these three. Exceptional performance in these areas does not obviate the requirement of quality publications. The Department Promotion Committee will, however, not expect as extensive a publication record from such an individual. Likewise, exceptional publication performance does not obviate the requirement for teaching proficiency and professional service.

e. Appeal Procedures: Within two weeks of notification of the recommendation by the PC, the individual who is the subject of the recommendation may request the PC to reconsider its action in his or her case. Not later than one week after receiving such a request, the PC shall meet to reconsider its recommendation. The appealing individual may appear at this meeting to speak and/or to supply rebuttal arguments and/or additional information. A second vote of the PC shall be taken and the number of votes for and against recommending promotion shall be reported to the Department Chairperson by the Chairperson of the PC.

All appeals procedures should conform with the contract provisions.

f. College Promotion Committee Nominations: The Department shall elect its nominees for the College Promotion Committee by secret ballot at a regular or special Department Meeting. A nominee shall be elected from each of the three professorial ranks. Separate elections will be held for each rank and every

faculty member may vote in each of the three elections. A simple plurality wins the election. The Department then will vote to establish a priority listing among the three nominees.

g. Absentee Ballots: Committee members on sabbatical leave of absence, shall be given the opportunity to participate in promotion reviews in person. The Chairperson of the PC shall inform those members of upcoming promotion reviews. Those members who are unable to attend, may give their absentee ballots to the Chairperson of the PC. In case of appeal, however, participation must be in person. Votes by proxy are not admissible in all matters of promotion.

#### 9. APPOINTMENT OF NEW FACULTY MEMBERS

When it appears likely that new faculty members will be appointed, the Executive Committee shall recommend to the Department the areas in which new members are needed. A Department Meeting shall recommend priorities. A Personnel Committee consisting of not less than three and not more than five members, elected by the Faculty, shall assist the Chairperson in obtaining candidates for the prospective positions. The Personnel Committee shall select its chair from among its members. The Personnel Committee shall recommend to the Department its choices among the candidates available for each position. Vitae for all candidates shall be available to the department faculty before the Department Meeting at which votes on appointment recommendations will be taken. Candidates recommended for appointment shall be chosen by voting at a Department Meeting. University Equal Opportunity Guidelines shall be followed in all cases.

#### 10. REAPPOINTMENT OF FACULTY MEMBERS

The following guidelines shall be followed for faculty on temporary appointments. Dates for notification and action shall be as specified in the contract.

As early as possible prior to the termination date for a temporary or term appointment, the Department Chairperson shall inform the faculty member involved whether reappointment is possible. If reappointment is possible, the Chairperson shall invite the temporary appointee to make available to the TRC records and other information for use in its deliberations. The TRC shall submit recommendations for or against reappointment to a Department Meeting, which shall then decide, by vote, whether to recommend reappointment.

If the department recommends against reappointment, or if terms and conditions are attached which the temporary appointee wishes to contest, the temporary appointee may appeal for a rehearing at another Department Meeting and may present additional material relevant to reappointment. At this second Department Meeting, the Department shall make its final recommendation concerning reappointment.

## 11. SABBATICAL LEAVE

### I. INTRODUCTION

A sabbatical leave is intended to provide the faculty member with an opportunity to undertake a new research project or complete research projects (or other creative activity) which make a contribution to the advancement of knowledge within the discipline, or to develop expertise in a new area or in an area related to his/her present major academic interest.

### II. FACULTY ELIGIBILITY

Eligibility for sabbatical leave shall be consistent with the WMU-AAUP Contract. Tenured members of the Department faculty who have served in the Department with academic rank for six consecutive years are eligible to apply for sabbatical leave. Applications for sabbatical leave in the following fiscal year should be submitted as soon as possible at the beginning of the Fall term, and not later than September 15th.

### III. DEPARTMENT SABBATICAL LEAVE COMMITTEE

Sabbatical leave applications shall be within the jurisdiction of the Department Research and Rotation Committee (R&R).

### IV. COMMITTEE EVALUATION PROCEDURES

The (R&R) Committee shall consider each application on its merits, in terms of projected benefits for the individual, for the Department, and for the University. More specifically, the Committee should consider the following:

- 1) The proposal itself
  - a) clarity of the proposal, including timetable for completion, outline of the problem, and completeness of references
  - b) overall quality of the proposal, including its potential for contribution to knowledge
- 2) The individual conducting the research
  - a) whether the project will contribute to the individual's professional competence and/or professional recognition
  - b) the ability of the individual to complete the proposed research, including that individual's accomplishments resulting from previous sabbatical leave(s) while at W.M.U.
- 3) The effects on the Department
  - a) the benefits to the department
  - b) the effects of the applicant's absence on the program and the budget
- 4) The effects on the University
  - a) extend the reputation of Western Michigan University
  - b) contribute to knowledge in the discipline

The R&R Committee shall notify each applicant of its recommendation including, if necessary, a priority ordering, no later than the end of the third week of September.

## V. R&R COMMITTEE APPEALS

A candidate whose application is not recommended for acceptance, or whose application has been given a low priority, may appeal to the R&R Committee for reconsideration, and may submit additional information. The R&R Committee shall submit its final recommendation to the Department no later than the end of September.

## VI. DEPARTMENT EVALUATION PROCEDURES

At a regular or special meeting of the Department, to be held not later than 10 days before the deadline for submitting sabbatical leave applications to the University, the Department shall vote to recommend acceptance or denial of each application and shall, if necessary, vote to recommend a priority ordering among applications. The Department shall consider the effects of the applicant's absence on the program and budget of the Department.

## VII. DEPARTMENT APPEALS

A candidate whose application is not recommended for acceptance, or whose application has been given a low priority by the Department, may appeal for a second meeting of the Department, and may submit additional information to support the application. A second meeting of the Department shall be held soon enough to assure consideration of the appeal before the deadline for applications to the University. All appeals must conform with the contract provisions.

## VIII. FORWARDING OF MATERIALS TO THE CHAIR

All sabbatical applications and departmental recommendations shall be forwarded to the Chair.

## 12. STUDENT EVALUATION OF FACULTY

The Department Instructional Development Committee shall supervise the student evaluation of Faculty members each Fall and Winter Semester, using the form adopted by the Department. Summaries of these evaluations shall be made available to the Department Chairperson who shall obtain summaries of these evaluations from Testing and Evaluation Services and shall make summaries available to the Faculty members, and as needed to appropriate Department Committees for reappointment, promotion, tenure, and merit pay reviews. Original copies and a set of the computer analysis forms shall become the property of the faculty member after the final grades have been submitted.

## 13. CLASS SCHEDULES

The Department Chairperson shall discuss proposed class schedules with individual faculty members prior to the date for submission of class schedules. Faculty members may discuss modifications to their proposed assignments with the Department chairperson; and other Department faculty may provide recommendations to the Chairperson about such assignments.

### 13.1 EQUITABLE SUMMER TEACHING AND EUP TEACHING DISTRIBUTION

#### I. Basic Rules for Preparation of Equitable Summer Teaching Distribution List

1. Each faculty will inform the Department Chairperson early in the Fall Semester:
  - (a) Whether (s)he is interested in teaching during the next summer sessions; (Yes or No).
  - (b) If answer to (a) is in the affirmative, whether (s)he prefers to teach one or two courses; (One or Two).



(c) If answer to (a) is in the affirmative, whether (s)he prefers one session over the other; (Yes or No).

(d) If answer to (c) is in the affirmative, state his or her preference of session.

(e) If answer to (b) is two courses, whether (s)he is willing to accept a split session assignment; (Yes or No).

2. Each faculty will supply the above information to the Department Chairperson in a sealed envelope no later than November 1 of the year preceding.

3. The Department Chairperson will prepare the summer teaching opportunity list in the following priority ordering:

(a) Persons who chose to teach but did not get an assignment during the previous year are placed at the top of the list, their relative order following their respective relative positions in the previous year's job opportunity list.

(b) Next will be faculty who chose not to teach during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(c) Next will be faculty who chose to teach two courses but only had the opportunity to teach one during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(d) Next will be faculty who chose to teach only one course during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(e) Next will be faculty who taught two courses during the previous year, their relative order following their respective relative positions in the previous year's job opportunity list.

(f) Next will be new full-time faculty serving in their first year.

4. The Department Chairperson will present the prepared job opportunity list to the faculty in the Economics Department faculty meeting for verification of the compliance of the equitable summer teaching distribution rules. The Department Chairperson will allocate available teaching opportunities in the manner consistent with the ratified list and will attempt to meet with the stated preferences of the faculty to the extent possible.

## II. Basic Rules for Equitable EUP Teaching Distribution

1. If a faculty initiates an EUP teaching proposal, (s)he will need to submit the proposal to the Department Chairperson in the Fall Semester and present the proposal at a Department Meeting for approval of the possible offering of the course subject to budget availability and enrollment requirements. The faculty who initiates and develops the new EUP course will have priority to teach that course for five more times consecutively as the opportunity arises. If the opportunity to teach that EUP course arises after such course has been offered for six times, the Department Chairperson will make teaching assignment following the same rule of distribution and rotation as described in the next paragraph.
2. If a EUP teaching opportunity arises from outside of the Department, the Department Chairperson will inform the Economics Department faculty of the opportunity and invite interested faculty to express his or her intention to be considered for the teaching assignment.
  - (a) If this EUP initiated course is a traditional face-to-face course, the Department Chairperson will have discretion to assign a suitable person to teach the course. If more than one qualified faculty member expresses interest in teaching that course, a lottery will be conducted by the Department Chairperson in the presence of the Research and Rotation Committee members to determine the priority order of teaching that course among the candidates. Henceforth the Department Chairperson will use the rotation list so created to make subsequent assignments in consultation with the Research and Rotation Committee members. The maintenance and updating of this rotation list will follow procedure used in preparing the summer teaching rotation list as described in I.

(b) If this EUP initiated course is an online course and if more than one faculty member expresses interest in teaching that course, the Department Chairperson, in consultation of the Research and Rotation Committee members, will select the faculty for that assignment. In principle, interested faculty with expertise in the subject area of that course and with demonstrated online teaching capability will be considered for assignment. The faculty who is selected to teach that course will have priority to teach that course for four more times consecutively as the opportunity arises. If the opportunity to teach that EUP online course arises after such course has been offered for five times, the Department Chairperson will inform the Economics Department faculty of the opportunity and invite interested faculty, including the originally assigned faculty, to express his or her intention to be considered for the teaching assignment. The same procedure and similar criteria will be used for the subsequent teaching assignments.

#### 14. COMMITTEE ASSIGNMENTS

The Chairperson shall appoint faculty members to the various non-elected committees. The Chairperson shall consult faculty members about their preferences as to which committees they will serve on. After consulting with the Executive Committee, the Chairperson shall distribute the final list of committee assignments.

In order to distribute the committee work more evenly no faculty member shall serve concurrently as the chairperson of more than one of the following committees:

- (i) Executive Committee
- (ii) Promotion Committee
- (iii) Tenure Review Committee
- (iv) Research and Rotation Committee

#### 15. WORKLOAD

a. Objectives: in adopting this policy statement the Department seeks to accomplish the following objectives:

- 1. conformity with the contract between WMU and the AAUP
- 2. full and effective service from all faculty
- 3. balance among teaching, research, and governance responsibilities
- 4. fair distribution of workload

b. Definitions: The normal workload for teaching faculty shall be as specified in the contract. Recommendations to the Department Chairperson for reductions in classroom credit hour workload shall be made according to the guidelines in Section c (below).

c. Recommended classroom workload credits: Workload credit shall be recommended to the Chair for Department teaching faculty according to the equivalency values indicated below.

General Principles Regarding Class Size:

For Economics 100, 201, and 202, workload credit of three hours shall be given for teaching the basic size class, which shall have scheduled enrollment of about 50 students. For scheduled enrollments in excess of the basic size class, additional workload credit shall be awarded approximating one credit hour for each additional 60 students of scheduled enrollment with a maximum of six workload credits for a class with scheduled enrollment of about 250 students.

For all 300 and 400 level courses (except for Economics 484) workload credit of three hours shall be given for teaching the basic size class which shall have scheduled enrollment of from 35 to 40 students. For scheduled enrollments that approximate twice that size, an additional workload credit of one hour shall be awarded. Economics 484 is a writing intensive course and shall have maximum enrollment determined by university policy.

Recognizing the practical problems of scheduling and administration, flexibility shall be permitted in implementing the class size work load policies.

#### Other Workload Credits:

1. One additional hour for each 600 level course with an enrollment in excess of 10 students.
2. One additional hour for each 500 level course with an enrollment in excess of 20 students.
3. From two to six hours to conduct research based on recommendation from the Department Research and Rotation Committee to the Department Faculty and approval and recommendation by the Department Faculty to the Chairperson.
4. Three credit hours to the Undergraduate Advisor.
5. Three credit hours for making arrangements and directing a seminar series of guest lectures during the academic year.
6. One credit hour for each course preparation in excess of two in any semester.
7. Classroom workload credits may be recommended for such other activities as may be approved in advance by a majority of the Department Faculty.
8. Recommendations for workload credits shall be carried forward to subsequent semesters until implemented.
9. One hour for chairing a University committee and/or for chairing a Departmental committee which shall be recognized by a majority vote of the Department faculty to have an extraordinary work responsibility during that semester may be recommended.
10. Three hours for the Director of Graduate Programs.

#### 16. SELECTION OF DEPARTMENT CHAIRPERSON

When a chairperson is to be selected, the Executive Committee shall consult with the Chairperson and the Dean and shall distribute a brief description of the function and duties of the office to all members of the Department faculty. The Committee also shall question all faculty members and the Chairperson about their desire to be considered for Chairperson. The Executive Committee shall set a date for a Department Meeting to make recommendations on the selection of the Chairperson. This date shall be at least two weeks after the distribution of the job description.

At the Department Meeting called to recommend candidates for Chairperson, the Executive Committee shall report the names of those who desire to be considered for nomination. Two nominees, in priority order, shall be recommended to the Dean, and shall be selected, by secret ballot, as follows: a first ballot shall be taken with the ballot including the names of all who desire to be considered for Chairperson; then a second ballot shall be taken including only the top four candidates (plus ties) from the first ballot; then a

final vote shall be taken between the top two candidates (plus ties) with the highest vote being the first priority nominee and the second highest vote being the second priority nominee. The number of votes received by these nominees shall be reported to the Dean.

17. EVALUATION OF CHAIRPERSON

Each Winter Semester the Department Instructional Development Committee shall conduct an evaluation of the Chairperson. Each faculty member shall fill out without signing the evaluation form which has been approved by the Department Faculty. The Committee shall make a summary of the evaluation, and make it available to the Department Chairperson, the Dean, and the Department Faculty.

18. RECOMMENDING REMOVAL OF DEPARTMENT CHAIRPERSON

A special Meeting of the Department Faculty shall be called by the Chairperson of the Executive Committee if, at any time, three or more members of the Department Faculty petition, in writing to the Executive Committee, for the removal of the Chairperson. The Chairperson shall be invited to submit to this meeting written answers to any questions raised in the petitions and may appear in person at this meeting to make a statement and to answer questions. The Chairperson of the Executive Committee then shall inform the Dean of the situation. After not less than one week nor more than two weeks, the Department Faculty shall meet and, after due deliberation, shall vote, by secret ballot, on whether to recommend that the Chairperson be removed from that position. If 2/3 of the Department Faculty vote to recommend removal, the Chairperson of the Executive Committee shall notify the Chairperson of the Department and the Dean of this recommendation.

19. EXECUTIVE COMMITTEE

- I. The purpose of the Executive Committee shall be to play a central role in the formulation of new policy proposals for consideration by the Department, to act as a departmental appeals body for situations not otherwise covered by the Policy Statement and Contract, and to serve as a consulting body for the Department Chairperson.
- II. Organization and Composition of the Executive Committee
  - A. Membership of Executive Committee: The Executive Committee shall consist of five members of the Economics Department faculty.
  - B. Terms and Conditions of Faculty Membership
    1. The Committee shall be composed of five full-time members of the Department Faculty. All members shall be elected by the Department for two-year terms at a Department meeting. Terms shall be staggered so that approximately one-half of the members will be elected each year.
    2. Neither rank nor function is to be assured representation on the Executive Committee: Candidacy for each position is open to all full-time members of the Department.

C. Nomination and Election Procedure for Faculty Members

1. Election of members of the Executive Committee shall take place during the last three weeks of the second semester of each school year.
2. Election of faculty members of the Executive Committee shall be made by secret balloting and without nominations. Each full-time member of the Department Faculty (those on leave who are not in attendance are excluded) shall receive a ballot containing the names of all eligible members of the Department Faculty (Department Chairperson not eligible). If two positions are to be filled, he or she will make two or fewer selections; if three positions are to be filled, three or fewer selections. He or she shall not give any individual, member of the Department Faculty more than one of his or her votes. Faculty members receiving votes from a majority of the full-time members of the Department (those on leave who are not in attendance are excluded) shall be considered elected to the Executive Committee. With some members elected, and their names removed from subsequent selection balloting shall continue until all positions are filled. If no one receives a majority, balloting shall continue after deleting all persons who received less votes than the person with the second highest number of votes. If no one is elected the names and numbers of votes received by those still on the ballot will be announced. At any time that one or more persons have been elected,, but places on the Executive Committee are still unfilled, a new balloting will commence with all eligible Department members once again on the ballot.
3. Special elections shall be called to fill vacancies that may occur as a result of death, extended illness, resignations, or leaves.

D. Administration and Records

1. Each year the members of the Executive Committee shall elect a Chairperson and a Secretary from among its members.
2. The Executive Committee meetings shall be open meetings in which active participation is limited to its elected members. The Executive Committee shall keep formal minutes of each meeting. These minutes shall be available for public inspection. Only in extraordinary cases, having personal but not public significance, as determined by the Chairperson of the Executive Committee, shall closed meetings be held. The minutes pertaining to such extraordinary cases shall only be made available to the faculty in cases that come before the members of the Department.

3. The Secretary shall submit a Summary Report of the Executive Committee Meeting to each member of the Department after each meeting.

20. APPOINTMENT OF GRADUATE FACULTY. ASSOCIATE GRADUATE FACULTY. AND INTERNSHIP. THESIS AND DISSERTATION CHAIRS

I. Graduate Faculty Criteria:

- a) an earned doctorate degree, and
- b) rank of Assistant Professor or higher, and
- c) demonstrated commitment to and activity in research and professional development in the field within the last five years, as evidenced by publication in scholarly refereed journals, refereed conference proceedings, and/or scholarly books, and
- d) demonstrated competence in his/her area of research and an awareness of current developments in this field as evidenced by membership in appropriate professional organizations, by reading relevant professional literature, and by participating in appropriate professional conferences.

II. Associate Graduate Faculty Criteria:

- a) an earned doctorate degree, and
- b) rank of Assistant Professor or higher, and
- c) demonstrated competence in his/her area of research and an awareness of current developments in this field as evidenced by membership in appropriate professional organizations, by reading relevant professional literature, and by participating in appropriate professional conferences.

III. Nomination to Graduate Faculty and Associate Graduate Faculty:

Faculty who meet the eligibility criteria as outlined in I and II, above, may be recommended for the appropriate status to the Department Chair. The Department Chair, in consultation with the Department Graduate Programs Committee, shall be responsible to make nominations to the Graduate College.

IV. Appointment Term

Appointment to Graduate and Associate Graduate Faculty status is normally for a term of five years, unless a shorter length of time is specifically requested. The procedure and criteria for reappointment are the same as for the initial appointment.

V. Responsibilities

Only Graduate Faculty shall be permitted to serve as Ph.D. internship advisors or as chairs of Ph.D. dissertation committees.

Only Graduate Faculty and Associate Graduate Faculty shall be permitted to serve as members of Ph.D. dissertation committees, serve as chairs of M.A. committees, or teach graduate courses.

VI. Appointments of Internship Advisors and Thesis and Dissertation Committees

Appointment internship advisors, thesis and dissertation committees and the selection of

the chairs of thesis and dissertation committees are made by the Director of Graduate Programs in consultation with the student involved, faculty involved, the Department Chair, and the Department Graduate Programs Committee.

## 21. GRADUATE PROGRAMS

### I. Director of Graduate Programs

- A. The Department Chairperson shall appoint a member of the Department Faculty to serve as the Director of Graduate Programs. The Director of Graduate Programs shall serve for a term of three years, and shall not serve more than two consecutive terms.
- B. The Director of Graduate Programs shall have the authority to admit students to the graduate programs of the Department and to award assistantships. The Director of Graduate Programs shall admit students and award assistantships with the advice of the Graduate Programs Committee.
- C. The Director of Graduate Programs shall serve as the advisor for graduate students.
- D. The Director of Graduate Programs shall serve as the Chair of the Graduate Programs Committee.

### II. Graduate Programs Committee

- A. The purpose of the Graduate Programs Committee shall be to play a central role in the formulation of policies and to serve as a consulting body for the Director of Graduate Programs and the Department Chairperson for matters pertaining to the graduate programs of the Department.
- B. The Graduate Programs Committee shall consist of the Director of Graduate Programs plus four other members of the Economics Department Faculty.
- C. Other than the Director of Graduate Programs, the members shall be elected by the Department for two-year terms at a Department meeting. Terms shall be staggered so that two members are elected each year. Candidacy for each position is open to all full-time members of the Faculty, other than the Director of Graduate Programs.
- D. **Nomination and Election Procedure for Faculty Members**
  - 1. Election of members of the Graduate Programs Committee shall take place during the last three weeks of the second semester of each school year.
  - 2. Election of faculty members of the Graduate Programs Committee shall be made by secret balloting and with nominations.
  - 3. All full-time members of the Department shall be notified of the election at least one week in advance of the election. Each full-time member of the Department Faculty (those on leave who are not in attendance are excluded) shall receive a list containing the names of all eligible members of the Department Faculty. He or she shall not give any nominee more than one of his or her

votes.

Faculty members receiving votes from a majority of those voting shall be considered elected to the Graduate Programs Committee. Absentee ballots shall not be allowed.

4. Special elections shall be called to complete the remainder of the term for any vacancies that may occur as a result of death, extended illness, resignations, leaves, or other unforeseen circumstances.

22. AMENDMENT OF POLICY STATEMENT

The Economics Department Policy Statement may be amended by a two-thirds majority rule of the full-time, Board-appointed Economics Department faculty. Amendments shall be reviewed as provided in the WMU-AAUP Agreement. Proposals for amendment must be provided the faculty at least one week before they are voted on.