

Bylaws of the Department of Economics

Amended March 2021

March 2016

December, 2015

December 1994

Originally adopted October 29, 1991

Article I. Personnel and Organization

Section 1. Personnel. The Faculty of the Department of Economics shall consist of all individuals with tenure track, lecturer, and non-tenure track appointments in the Department.

Section 2. Joint Appointments

- a. Honorary. The tenure track Faculty may vote upon request to offer non-voting courtesy Faculty status to any appropriately qualified UNH Faculty member. An honorary appointment is a non-tenure track position in the Department of Economics.
- b. Honorary Joint Appointments. Persons not recruited by the Economics Department shall be eligible only for an honorary joint appointment as specified in paragraph I-2-a.
- c. Endowed Chairs. Endowed chairs recruited by, or in part by, the Department shall be eligible to vote if tenure is with the Department or, if tenure is in another department, shall be eligible to vote in all department matters but promotion and tenure.
- d. Joint Appointments. Faculty with joint appointments shall have terms of participation in the Department so that they are not in conflict with the policies of the Provost of the University or the Faculty Senate on Joint Appointments.

Section 3. Officers.

- a. The Chairperson of the Department will be the chief administrative officer of the Department. The Chair shall be responsible to the Dean for carrying out the academic policies and programs as established and modified by the Faculty of the Department and Paul College. The Chair will serve a term of three years.
- b. The Coordinator of Graduate Studies will be responsible to the Chair of the Department and the Faculty for carrying out the academic policies and graduate programs of the Department. The Coordinator will serve a term of two years.

Section 4. Duties and Responsibilities.

- a. The tenure track Faculty shall have legislative jurisdiction in all academic matters not in conflict with Paul College and University policies. The tenure track Faculty may delegate authority as deemed appropriate to committees or to the Chair.

- b. The Chair will serve as the administrative officer acting on behalf of the Faculty in carrying out the academic programs of the Department of Economics and Paul College. The Chair will maintain a permanent file of the minutes of open Faculty meetings, Promotion and Tenure Guidelines, and records of the existing Bylaws of the Department. The Chair will maintain an up-to-date file of resumes and publications of all tenure and non-tenure track Faculty in the Department of Economics. A copy of each master's thesis or doctoral dissertation shall be filed with the Chair. All resumes, publications, master's theses, and doctoral dissertations will be available to the Faculty of the Department, Paul College, and the University and kept in the main office of the Department of Economics. The Chair will be responsible for nominations to all positions in the Department subject to approval by the Faculty through elections. The Faculty may elect a Chair Pro Tem to serve in the temporary absence of the Chair.
- c. The Coordinator of Graduate Studies will serve as the chair of the Graduate Programs Committee, and advise graduate students. Responsibilities for other aspects of the graduate program shall be divided between the Chair, the Coordinator, the Graduate Admissions and Financial Aid Committee, and the Graduate Programs Committee as they and the Faculty see fit. The Faculty may elect an Acting Coordinator to serve in the temporary absence of the Coordinator.

Article II. Faculty Meetings

Section 1. Meetings. The Faculty of the Department of Economics shall meet at least three times each semester, the time of such meetings to be determined by the Chair. Meetings shall be called by the Chair or by the written request of three tenure track Faculty members. The Chair will present the budget of the Economics Department in one Faculty meeting each semester.

Section 2. Voting Eligibility

- a. Only tenure track Faculty, lecturers, and endowed chairs as defined in Article I, section 2, will have voting rights in the Department. Lecturers may vote on matters as outlined in the Economics Department Voting Policy.
- b. The Chair will vote only on votes when there is a tie or on votes requiring unanimity or a two-thirds majority.
- c. The privilege of participating in all matters requiring a vote of the Faculty extends to all voting eligible Faculty whether present on campus or not.
- d. The use of a proxy is permitted in department meetings.

Section 3. Quorum. A quorum shall consist of 50% of the tenure track members of the Department (including the Chair) not on leave, but a smaller number may adjourn from hour to hour until a quorum is secured.

Section 4. Procedures. In its formal proceedings the Department shall be governed by Robert's Rules of Order, except in such cases as shall be otherwise provided. All votes can be by secret ballot at the request of any voting member of the Faculty. The chair or three faculty members, may call for an email or electronic ballot for any motion duly raised at a faculty meeting. If such a vote is completed only after the adjournment of a faculty meeting, the results of the vote will be read into the minutes at the next faculty meeting.

Section 5. Minutes. The Faculty shall designate a Secretary to keep minutes of all open meetings.

Section 6. Elections and Recommendations. The Chair may call meetings for nominations, elections, and recommendations as required by Article IV.

Section 7. Order of Business. The Order of Business shall be:

- Minutes of the Previous Meeting
- Communications from the Chair
- Reports of the Committees
- Unfinished Business
- New Business

If necessary, the Chair may alter the order of business.

Section 8. Executive Sessions. The Chair may call an executive session of the tenure-track Faculty to consider matters requiring confidentiality. Student representatives and non-tenure track Faculty may be excluded from an executive session.

Article III. Committees

Section 1. Standing Committees. The standing committees of the Department of Economics shall be:

- a. Promotion and Tenure Committee
- b. Graduate Programs Committee
- c. Graduate Admissions and Financial Aid Committee
- d. Undergraduate Programs Committee
- e. Bylaws Committee

Section 2. Membership, Organization, and Duties.

- a. One lecturer faculty member may be elected to any standing committee of the department except for the Promotion and Tenure Committee, a tenure track Faculty Recruiting Committee, a tenure-track Third Year Review Committee, and the Bylaws Committee. Only tenure track faculty may vote on matters related to the promotion and tenure of tenure track faculty.
- b. Promotion and Tenure Committee

1. This committee shall consist of three elected tenured members of the Department of Economics excluding the Department Chair whose role is defined in the UNH-AAUP Faculty Collective Bargaining Agreement. The Chair of the committee shall be elected by the tenure track Faculty. At least one member will be elected each year. Members may serve consecutive two-year terms. A member nominated to serve a consecutive term may decline such nomination. This committee may be expanded by two members serving concurrent one-year terms upon the vote two-thirds of the tenure track faculty taken prior to the start of the academic year in which new members would serve.
2. The duties of this committee are as follows:
 - a. Establish criteria for promotion and tenure and provide a written statement of these criteria as Article V specifies.
 - b. Consider candidates automatically eligible for review or those brought forward for review by nomination.
 - c. Convey the decision of the committee to the Department Chair and the candidate on a timely basis.
3. The Department shall adhere to the concepts of eligibility for promotion and tenure as presented in the annual guidelines issued by the Vice President for Academic Affairs. Any Faculty member for whom a review is mandatory must be considered by the Committee unless the candidate formally withdraws and notifies the Committee in writing. A Faculty member who has served three years in rank as an Assistant Professor within the Department may be considered for tenure and/or promotion upon nomination by three tenured Faculty members. A Faculty member hired as an Assistant Professor with relevant prior experience may be considered for promotion without tenure during the first two years of employment upon nomination by three tenured Faculty. A Faculty member who has served three years in rank as an Associate Professor within the Department may be considered for promotion and/or tenure upon nomination by three tenured Faculty or by written self-nomination.
4. All Faculty being reviewed by this committee shall have the right to make a brief personal appearance before the committee in order to summarize their work and answer questions. The committee may request but not require a personal appearance by a Faculty member before the committee.
5. The Chair of the Department shall make available to the committee all of the appropriate data and records regarding the candidate.
6. The committee shall act in accordance with the Policies and Procedures

established by the Faculties of the Department, Paul College, the University, the UNH-AAUP CBA, and the Board of Trustees.

7. A tenured Faculty member being considered for promotion will be ineligible to serve on the committee.

c. Graduate Programs Committee

1. This committee shall consist of the Coordinator of Graduate Studies and at least two other tenure track Faculty members. The committee may ask the graduate students to select a representative to be a non-voting member of the committee.
2. It shall be the duty of this committee to advise and assist the Coordinator of Graduate Studies, consider the graduate curricula of the graduate programs of the Department, and make recommendations to the tenure-track Faculty for their approval.
3. All graduate course proposals and revisions must be initially approved by this committee.

d. Graduate Admissions and Financial Aid Committee

The size of this committee shall be established by the Chair with the advice of the Faculty. The Coordinator of Graduate Studies will serve as the committee chair. Its duties shall be the supervision of graduate admissions and the allocation of financial aid. This committee shall make recommendations to the chair with respect to financial aid and academic standing of individual graduate students in matters like academic performance, academic honesty, or timely progress towards the graduate degree.

e. Undergraduate Programs Committee

1. This committee shall consist of a Chair and two other tenure track Faculty members. The committee may solicit undergraduate student opinion as deemed appropriate.
2. It shall be the duty of this committee to consider the undergraduate curricula of the Department, and make recommendations to the Faculty for their approval.
3. All undergraduate course proposals and revisions must be initially approved by this committee.

f. Bylaws Committee

Members must be tenure track faculty members. This committee shall consist of a

chair and at least one other tenure track faculty member. This committee shall maintain and propose revisions to the Bylaws of the Department as directed by the tenure track faculty of the Economics Department.

Section 3. Special Committees.

- a. Special committees of fixed duration may be established by the Chair or the Faculty. The committee chair and any Faculty members must be elected by majority vote of the tenure track Faculty.
- b. Faculty Recruiting Committee(s)
 1. This committee shall consist of a Chair elected by the Faculty and other tenure track members as elected by the Faculty. The number may vary according to the requirements of any specific recruiting year.
 2. The committee shall conduct a search process consistent with standard practices of the Economics profession and the policies and procedures of Paul College and the University of New Hampshire.
 3. Candidates for tenure track positions will have a full on-campus interview. The tenure track Faculty shall make a recommendation to the Chair and the Dean. The recommendation will be by a majority vote excluding the Chair except in case of a tie vote.
 4. A recommendation shall require a formal vote of the tenure track Faculty.
 5. Candidates for non-tenure track positions are not required to have an on-campus interview. The Chair must consult with the graduate or undergraduate coordinators. Whenever possible, other members of the tenure track and lecturer Faculty shall be consulted.

Section 4. Ad Hoc Committee(s). Ad hoc committees may be established as individual Faculty members see fit. Ad hoc committees should inform the Chair and the Faculty of their existence and purpose on a timely basis.

Section 5. Annual Review by the Chair and Third Year Peer Review Committee(s)

- a. Annual reviews of untenured tenure-track faculty shall be made by the Chair as specified under the annual review provisions of the collective bargaining agreement.
- b. In the third year, an interim review committee shall be convened to advise the Chair regarding a tenure track member's progress toward tenure. The committee shall evaluate the candidate's progress toward tenure. In its deliberations, the committee shall consider the candidate's performance and progress in teaching, research, and service.

- c. This committee shall be three tenured members of the Department.
- d. The committee's evaluation shall be conveyed to the Chair, the Dean, and the Candidate.

Article IV. Policies and Procedures of the Department

Section 1. Elections. The Chairpersons of all committees, the Coordinator of Graduate Studies, departmental representatives to college and university committees, and the members of all committees (except the third year review committee) shall be elected by a majority vote of all tenure track Faculty. Lecturers may vote for committees on which they are eligible to serve. The Department shall conduct an annual election during the last four weeks of each academic year for positions to be filled for the following academic year. Special elections may be held as required.

Section 2. Chairperson Recommendation. The recommendation of a candidate to the Dean for Chair of the Department shall be based on a majority vote of tenure track Faculty.

Section 3. Terms of Office. The term of office for the Chair of the Department shall be three years. If the Department Chair vacates the position prior to the completion of the term, the Faculty shall vote to recommend a replacement to serve the duration of that term. The term of office for the Coordinator of Graduate Studies shall be two years. The term of office for the Chair of the Promotion and Tenure Committee shall be two years. If the Coordinator of Graduate Studies or the Chair of the Promotion and Tenure Committee vacates his/her position prior to the completion of the term of office, the Faculty shall vote for a replacement to serve the duration of that term. Members of the Promotion and Tenure Committee will serve two year terms and be eligible for reelection. At least one of the three members of the Promotion and Tenure Committee must be elected each year. If a P&T member is unable to serve the second year of an elected term, then the department will elect a replacement so that staggered terms of service are maintained. The terms of office for all other committee Chairs and committee members shall be one year and they shall be eligible for reelection.

Article V. Promotion and Tenure Criteria

Section 1. Written Statement. The Promotion and Tenure Committee shall be responsible for creating and revising a statement of promotion and tenure criteria. A copy of this statement shall be attached as an appendix to these Bylaws.

Section 2. Adoption and Amendment. The adoption or amendment of the statement of Promotion and Tenure Criteria shall require a two-thirds vote of all voting tenure track Faculty (including proxies) providing such amendments were presented in a previous meeting.

Article VI. Circulation of Bylaws and Written Statement.

A current copy of this document shall be given to each Faculty member and be made available upon request to any other Faculty members. Copies may be circulated by the Chair upon the request of three members of the Faculty.

Article VII. Amendments and Repeal

Section 1. Inconsistencies. These Bylaws supersede all previous practices of the Economics Department and are subject to the policies of Paul College and the University of New Hampshire.

Section 2. Amendments. These Bylaws may be amended at any meeting of the Faculty by unanimous consent of all tenure track voting Faculty (including proxies) or by two-thirds vote of such members providing such amendments were presented in writing at a previous meeting.

Article VIII. Adoption.

These Bylaws, adopted by a two-thirds majority vote of the Faculty of the Department of Economics at its regular meeting on October 29, 1991 and amended on November 17, 1992, January 28, 1993, May 11 and October 18, 1994, December 11, 2015, **and** March 25, 2016, February 2021, supersede and replace any previous actions and all Bylaws previously in force.

Criteria for Promotion and Tenure

Department of Economics

Whittemore School of Business and Economics

March 13, 2008.

Preamble: These Departmental Criteria for recommending promotion and/or tenure satisfy the mandate found in Article V, Section 1, of the Bylaws of the Department of Economics, as amended during December 1994. These Criteria are intended to be consistent with the Procedures and Criteria for Promotion and/or Tenure (PCPT) distributed by the University Provost and with the Collective Bargaining Agreement (CBA) between the UNH AAUP and USNH Trustees. As prescribed in both the PCPT and CBA documents, the areas of a candidate's activity to be reviewed by the Department's Promotion & Tenure Committee and Chair include teaching, research and service. In some cases, the programmatic needs of the Department might also affect the Department's recommendation. In order to receive the Department's recommendation of promotion and/or tenure, a candidate's performance must be adequate or better on all three dimensions of professional activity.

Teaching:

1. It should be noted that the Provost's PCPT observes, "Merely 'satisfactory' teaching has typically been judged inadequate performance." The Department concurs and takes overall teaching performance and effectiveness very seriously.
2. In judging the adequacy of a candidate's teaching performance, the Department will take into account whether or not the candidate has taught effectively at both the undergraduate and graduate levels of instruction.
3. Candidates at all ranks are expected to have been active participants in one or more of the University's graduate programs. Evidence includes, but is not limited to, course instruction, membership on thesis committees, mentoring and advising of graduate students, and seminar participation.

Research:

4. In order to receive the Department's recommendation of promotion and/or tenure, the candidate should have compiled a scholarly record that demonstrates past success and potential for the future.

5. Recent publication of peer-reviewed research is the primary evidence of a candidate's scholarly success and promise. In assessing the candidate's scholarly record, the Department will consider both the quantity and quality of peer-reviewed publications.
6. Efforts to secure external research grants and presentations at academic conferences or at other academic institutions provide supplementary evidence of scholarly success and promise, as does publication of non-refereed books, book chapters and book reviews for scholarly journals.

Service:

7. Candidates at all ranks should have participated in the governance of the Department, School, and University by making productive contributions to faculty meetings and to standing or ad hoc faculty committees.
8. Other acceptable forms of service include serving in a leadership role in a professional organization, organizing scholarly conferences, serving as a conference discussant or a journal referee, writing articles or granting interviews on economic affairs for popular journals, providing pro bono consulting services to public agencies, and testifying before legislative and other public bodies. This list of service activities is not intended to be exhaustive.

POLICIES RE EXTERNAL REVIEWERS IN P&T PROCESS (5/09)

PAUL COLLEGE POLICY:

- c). *External Letters for the Promotion and Tenure Process* (Adopted 3/25/03 and placed in the Bylaws 9/23/03)

As part of the promotion and tenure process, the candidate will submit a list of at least five persons to be contacted for external review. From this list, the Department Promotion and Tenure Committee will obtain a minimum of three external reviews. In addition, the Department Promotion and Tenure Committee will obtain a minimum of three external reviews from individuals whose names do not appear on the candidate's list. Normally, it is expected that approximately the same number of letters will come from the list of individuals provided by the candidate and from the list of individuals independently provided by the Department Promotion and Tenure Committee. All reviews will be solicited by the chair of the Department Promotion and Tenure Committee.

FROM THE PROVOST OFFICE: OUTSIDE LETTERS OF EVALUATION.

If the candidate is being considered for promotion to associate or full professor, provide in the Appendix letters from five or more persons in his/her field from off-campus evaluating his/her professional contribution to scholarship. Solicitation of such letters is also required for those being considered for promotion to associate professor. **To ensure that at least five letters are received, it is recommended that more than 5 letters be requested.**

- a) By whom are the letters written?
- b) How were these persons chosen? What is the relationship of the candidate with the outside reviewer? Reviewers should be neutral and not pose a risk for conflict of interest. A stronger case will be made if some of the evaluators are selected by the Department Committee rather than by the candidate. Candidates should not contact outsider evaluators.
- c) What are their professional credentials? It is important to choose outside evaluators whose opinions will be influential by virtue of their own positions and reputations. It should be obvious to the P&T Committees and the Deans that the evaluators are knowledgeable about the faculty member's discipline.
- d) On what page is a sample letter of solicitation included in the Appendix? It is important to request the evaluation in a neutral manner and to ask the evaluator to indicate the basis of his/her assessment. Letters of solicitation should include the following: "Please note that although it

is our intention to hold your responses in confidences, under recent legal precedents we, like any other college or university, may be required to disclose your response along with other peer evaluation materials in the course of certain legal proceedings”. Sample letters to request evaluations are available in the Deans' offices.

- e) Where in the Appendix will the letters be found?
- f) Summarize the contents of these letters and provide any appropriate reaction or further comment.

ECONOMICS DEPARTMENT POLICY, ENACTED IN MAY 5, 2009 MEETING:

In order to assure that the requisite number of external reviewers are secured, the Economics Department voted in its May 5th, 2009 meeting to impose earlier deadlines than those imposed by the Provost's office. These deadlines are effective with the 2010-2011 school year** and are as follows:

May 1st – Candidate must declare candidacy for promotion and/or tenure and supply the Department Promotion and Tenure Committee with a list of at least five persons to be contacted for external review.

September 1st – Candidate must supply all materials, in electronic format, to be sent to the external reviewers chosen and confirmed by the Department Promotion and Tenure Committee.

**For the 2009-2010 school year, the May 1st deadline is extended to June 1st. The September 1st de

Economics Department Voting Policy
Adopted 3-12-2021

This framework provides clarification on lecturer voting rights in the Department of Economics. For the regular department meeting, the Department Chair will determine which matters can be voted on by the full faculty and which require the vote of the tenure track faculty. The department's Policy and Procedures Committee may advise the Chair if and when a matter on the agenda of the faculty meeting may require a full or tenure-track only vote.

LECTURER ELIGIBILITY, Multi-year contract lecturers:

A. Topics for all faculty, lecturers and tenure-track faculty

1. UG course proposals
2. Approval of UG degree programs
3. Approval of MA degree requirements
4. Assessment of learning
5. Approving the Minutes of past faculty meetings.
6. Voting for department committee members as designated in the Economics Department Bylaws, provided the committee is open to Lecturer faculty.
7. Voting for college and university committee representatives to which the department elects a member.
8. Voting for undergraduate and MA coordinators.
9. Advisory votes for recommending the selection of a candidate for Department Chair to the Dean.

B. Tenure-track faculty only

1. Policies pertaining to tenure-track hiring decisions, performance reviews, and promotion and tenure.
2. Policies relating to research
3. Policies relating to criteria for determining faculty qualifications for research oriented AACSB category of Scholarly Academic (SA)
4. Policies and curriculum relating to PhD programs
5. Bylaws and Operational Policies and Procedures related to the Bylaws
6. Workload policies relating to tenure-track faculty
7. No confidence votes related to senior administrators
8. Economic Department Voting Policy
9. Bylaws and Operational Policies and Procedures related to the Bylaws
10. Voting for Ph. D. coordinator.