

**College of Arts and Sciences
Department of Economics
Governance Structure**

(Department Approval October 10, 2005)

I. Departmental Mission Statement

Illinois State University is a multi-purpose university committed to expanding the horizons of knowledge among students, colleagues, and the community. The Department of Economics shares this mission; therefore, we define the primary roles of faculty to be the mutually supportive activities of teaching, scholarly productivity, and service. We seek to engage in these activities in a manner that promotes professional development and is characterized by cooperation and collegiality among faculty members.

At the undergraduate level, we seek to provide a learning experience that attracts external recognition for its high-quality curriculum and instruction and that emphasizes the application of economic principles to real-world problems. At the graduate level, we will continue to develop and refine a program with an applied emphasis that serves specific clienteles and that is recognized externally for its unique and valuable contributions. We will also provide non-majors, through our participation in the General Education program and other activities, instruction that contributes to the development of well-educated citizens. To fulfill these goals, we will continue to develop a program of study, approaches to learning, and faculty expertise that meet the needs of our students.

Maintaining a high-quality faculty capable of delivering outstanding courses to students requires a commitment to scholarship. In addition to being a worthy endeavor in and of itself, scholarly activity underpins excellent teaching and serves as a signal of quality, enabling us to recruit additional highly qualified faculty members, attract good students, and attract outside funding. It is therefore essential that we maintain a national reputation for scholarly productivity among non-Ph.D.-granting departments by adequately supporting research-related activities.

Though not so central to our mission as teaching and scholarly productivity, the Department also values service, both externally to professional associations, business, government, non-profit enterprises, and the public, and internally to the Department, College, and University.

II. Overview

A. Departmental Structure

Department Chairperson

1. Undergraduate Program Director
2. Graduate Program Director
3. Institute for Regulatory Policy Studies
 - A. Executive Director
 - B. Director of Outreach

- C. Director of Research
- 4. Administrative Staff

B. University Policies and Procedures

The Department of Economics accepts and operates in full compliance to the policies and procedures of the University inclusive of the ASPT document, the College of Arts and Sciences (CAS) bylaws, the College Faculty Status Committee (CFSC) guidelines, and applicable collective bargaining agreements. In the event of inconsistencies between the Department's operational policies and procedures and those of CAS and the University, the policies and procedures of CAS and the University prevail.

III. Committee Membership and Voting Privileges

A. Tenured and Tenure-Track Faculty

All tenured and tenure-track faculty are eligible to serve on department committees. Each tenured and tenure-track faculty member has the right to vote on departmental matters brought before the faculty.

B. Instructional/Non-Tenure Track Faculty

The Department honors and respects the rights of all instructional/non-tenure track faculty as presented in the Non-Tenure Track Collective Bargaining Agreement. However, instructional/non-tenure track faculty do not serve on department committees and have no voting privileges.

C. Staff

The Department honors and respects the rights of all staff members as presented in the Civil Service Collective Bargaining Agreement. However, staff members do not serve on department committees and have no voting privileges.

D. Students

Students do not serve on any department committees and have no voting privileges.

IV. Organizational Structure

A. Chair/Director

1. Responsibilities: The Chairperson serves as the academic leader of the Department; representative of the Department and faculty members to the rest of the University and upper administration; representative of higher administration to the Department and its faculty; manager of Department resources; and, representative of the Department and University to external bodies.

2. Selection: The Chairperson is selected according to the guidelines in the Administrator Selection section of the University Policies and Procedures manual. The Chairperson must hold the academic rank of Associate Professor or Professor within the Department and possess

academic tenure. During their service as Chairperson, individuals retain their faculty rank and tenure; they continue to have the rights and responsibilities of other faculty.

3. Terms: The Chairperson is evaluated annually by the faculty and the Dean. Upon the completion of a five-year term, there is a comprehensive evaluation conducted by a committee that is chaired by a faculty member outside the Department and solicits information from the faculty and other relevant constituencies. The evaluation is then presented to the Dean for consideration of reappointment.

4. Provision for Temporary Replacement (Acting): An acting Chairperson may be appointed by the Provost upon the recommendation of the Dean, when in the Dean's assessment such an appointment is in the best interests of the Department, its programs, students, and faculty members.

5. Provision of Removal: The Chairperson serves at the pleasure of the Dean and the Provost, and may be removed from the position at any time by the Provost, upon the recommendation of the Dean. In such an instance, the individual will be reassigned to a full-time faculty member position.

B. Undergraduate Program Director

1. Responsibilities: The Undergraduate Program Director performs undergraduate advising, assists the Chair in course scheduling, recruitment of new majors/minors, program reviews, and enrollment management.

2. Selection and Terms: The Undergraduate Program Director is elected by the tenured and tenure-track faculty members. The appointment is for a renewable three-year term.

C. Graduate Program Director

1. Responsibilities: The Graduate Program Director performs graduate advising, assists the Chair in course scheduling, recruitment of graduate students, program reviews, and enrollment management.

2. Selection and Terms: The Graduate Program Director is elected by the tenured and tenure-track faculty members. The appointment is for a renewable three-year term.

D. Executive Director, Institute for Regulatory Policy Studies

1. Responsibilities: The Executive Director is in charge of budgeting, internship program, student recruitment, and oversight of the activities performed by the Director of Outreach and the Director of Research. The Executive Director also reports to the Institute's Board of Advisors.

2. Selection and Terms: The Executive Director is appointed by the Chairperson in consultation with the Institute's Board of Advisors. The appointment is for a three-year term.

E. Director of Outreach, Institute for Regulatory Policy Studies

1. Responsibilities: The Director of Outreach is responsible for the organization and implementation of Institute workshops on topics relevant to the regulatory industry and policymakers.

2. Selection: The Director of Outreach is appointed by the Executive Director and the Institute's Board of Advisors in consultation with the Chairperson. There is a one-year probationary period with a two-year commitment.

E. Director of Research, Institute for Regulatory Policy Studies

1. Responsibilities: The Director of Research performs academic research on applied industry-focused issues, establishes and leads the research subcommittee of the Institute's Board of Advisors; supervises graduate assistants in research projects; and involves other faculty in research projects that complement the Institute's research agenda.

2. Selection and Terms: The Director of Research is appointed by the Executive Director and the Institute's Board of Advisors in consultation with the Chairperson. There is a one-year probationary period with a two-year commitment.

V. Department Faculty Status Committee (DFSC)

1. Responsibilities: (1) The DFSC is responsible for conducting pre-tenure reappointment reviews and summative reviews of each faculty member's activities and performance for purposes of determining performance-evaluated salary increments, formulating recommendations for promotion and tenure, and for completion of post-tenure reviews and for dismissal. (2) The DFSC is responsible for making recommendations regarding faculty contracts and appointments, for reappointment and non-reappointment, for performance evaluations, for salary adjustments and for promotion, tenure and dismissal. The DFSC acts in accordance with the current University Appointment, Salary, Promotion and Tenure Policies (ASPT) and the College of Arts and Sciences ASPT Standards. Details of the duties of the DFSC are outlined in the Department's ASPT document.

2. Selection: All full-time tenured and tenure-track faculty members of the Department are eligible to serve on and vote in the elections for the DFSC. The majority of the members of the DFSC must be tenured. Details as to the election process for the DFSC are outlined in the Department's ASPT document.

3. Terms: The DFSC shall consist of four tenured/tenure-track faculty members and the Department Chairperson who shall chair the DFSC and have full voting rights. The Department tenure-track/tenured faculty members shall elect faculty members on the DFSC for two-year staggered terms. Two-year terms begin on August 16 of the election year and end on August 15 two years later. Faculty members may not serve more than two consecutive terms, regardless of the length of each term. An untenured faculty member shall not be elected to a term that coincides with the year in which the DFSC is considering the individual for tenure.

4. Provision for Temporary Replacement (Acting): Vacancies created by faculty members resigning from the DFSC prior to the beginning of their term or during the academic year will be filled by a special election if the resignation occurs more than 30 days prior to the next regularly scheduled election. A person so elected to the DFSC will serve out the remainder of the resigning member's term. If by such an arrangement, an individual serves more than 6 months, then that individual is considered to have served one term on the DFSC; otherwise, such service will not count as a term on the DFSC.

VI. Department Ad Hoc Committees

A. Search Committee

1. Committee Charge: The Search Committee is responsible for surveying personnel needs and making recommendations to the DFSC of such needs; placing advertisements for positions; reviewing applications; selecting candidates for interviews at the national meeting with the approval of the DFSC; conducting interviews at the national meeting; short-listing candidates for campus visits. The Committee makes recommendations to the DFSC after giving all tenured and tenure-track faculty members an opportunity to evaluate interviewed candidates.

2. Membership and Appointment: The Search Committee consists of the Chairperson and no more than four tenured and tenure-track faculty members. The Chairperson in consultation with the DFSC will solicit and appoint members to the Search Committee.

B. Undergraduate Curriculum Committee

1. Committee Charge: The Undergraduate Curriculum Committee provides oversight with respect to the undergraduate program (B.A. and B.S. degrees). The Committee is responsible for undertaking any curriculum revisions approved by a majority vote of the tenured and tenure-track faculty members, and providing such revisions to the College of Arts and Sciences and University Curriculum Committees.

2. Membership and Appointment: The Undergraduate Curriculum Committee consists of the Chairperson, the Undergraduate Program Director and two faculty members nominated and voted upon by the tenured and tenure-track faculty members. Voting procedure is outlined in VIII.B.

C. Graduate Curriculum Committee

1. Committee Charge: The Graduate Curriculum Committee provides oversight with respect to the graduate program (M.A. and M.S. degrees). The Committee is responsible for undertaking any curriculum revisions approved by a majority vote of the tenured and tenure-track faculty members and providing such revisions to the College of Arts and Sciences and University Curriculum Committees as well as the Graduate School.

2. Membership and Appointment: The Graduate Curriculum Committee consists of the Chairperson, the Graduate Program Director, the Executive Director of the Institute for Regulatory Policy Studies and one faculty member voted upon by the tenured and tenure-track faculty members. Voting procedure is outlined in VIII.B.

VII. Department Standing Committees/Appointments

A. Graduate Assistantship Selection Committee

1. Committee Charge: The Graduate Assistantship Selection Committee evaluates the merits of applications for the graduate program in the allocation of graduate assistantships as well as monitors the academic progress of the graduate students receiving assistantships.

2. Membership and Appointment: The Graduate Assistantship Selection Committee members include the Chairperson, the Graduate Program Director, and the Executive Director of the Institute for Regulatory Policy Studies.

B. Public Relations and Development Committee

1. Committee Charge: The Public Relations and Development Committee is responsible for maintaining the department website, producing the department newsletter, solicitation of alumni to return for alumni day during homecoming festivities, submitting faculty accomplishments to *CAS News* and the University's *Faculty/Staff Report*.

2. Membership and Appointment: The Public Relations and Development Committee members include the Chairperson, the Department's External Liaison to the College of Arts and Sciences, and two faculty members nominated and voted upon by the tenured and tenure-track faculty members who will serve for a renewable two-year term. Voting procedure is outlined in VIII.B.

C. Economic Student Association (ESA) Advisor

1. Appointment Charge: The Economic Student Association Advisor provides oversight of the election of student officers, management of ESA funds/fund-raising efforts, organizes and chaperons students on ESA sponsored trips, and coordinates with the officers and Chairperson on the annual student banquet.

2. Membership and Appointment: The Economic Student Association Advisor will be appointed by the Chairperson for a renewable three-year term.

D. Seminar Coordinator

1. Appointment Charge: The Seminar Coordinator is responsible for soliciting from the faculty potential seminar speakers within the department as well as from outside. The Coordinator will organize a seminar schedule announced to the faculty and the outside community via the department website. The Coordinator will work with the Chairperson in establishing a budget for the annual seminar series.

2. Membership and Appointment: The Coordinator is a faculty member nominated and voted upon by the tenured and tenure-track faculty members, and who serves for a renewable two year-term. Voting procedure is outlined in VIII.B.

E. Faculty Oversight of Lab Monitors

1. Appointment Charge: The faculty member will coordinate with the assigned undergraduate teaching assistants (UTAs) and graduate assistants (GAs) in establishing lab hours for the computer labs utilized by the department. The lab schedule will be disseminated to the faculty at the start of each semester and posted outside the labs.

2. Membership and Appointment: The faculty member is nominated and voted upon by the tenured and tenure-track faculty members and serves for a renewable three year-term. Voting procedure is outlined in VIII.B.

VIII. Policies and Procedures

A. Department Meetings: Department meetings will be held at the start of each semester and during the semester as necessary to address faculty and departmental issues. At each meeting an agenda will be distributed with minutes transcribed by the lead staff.

B. Elections: Voting by proxy will be permitted, provided the faculty member who will be absent notifies the Chair prior to the meeting and identifies who will vote the faculty member's proxy. The nominations will be solicited from the faculty. Upon the close of nominations, a secret ballot will be conducted. Each

eligible faculty member will have one vote, which will be cast for no more than one nominee. Election requires a minimum of one-third of the votes cast in the election. Should no person attain the vote required for election, the person(s) having the lowest number of votes will be dropped from the list of eligible nominees and another ballot will be conducted. Should someone not be elected on a ballot, nominations will again be made for the next ballot. These procedures will be followed until the vacancies are filled. An alphabetical rotation list will be used for nomination of faculty to committees solicited by the College and University. Nominations will be made with the consent of the faculty member. It is expected that all tenured and tenure track faculty members agree to be nominated at least once and preferably no more than twice in an academic year.

C. Curriculum: Discussions of the curriculum and revisions thereof can be raised by any faculty member. The Chairperson in conjunction with the DFSC will formulate the appropriate ad hoc curriculum committee (undergraduate and/or graduate) for further consideration of the proposed revisions. Annual evaluation of the University course catalog will be undertaken by the Chairperson in consultation with the appropriate program director (undergraduate and/or graduate). Proposed curriculum revisions will be presented to the faculty for discussion and voted upon by all tenure track/tenured faculty members before any revisions to the curriculum are implemented. A majority vote is required for passing any curriculum revisions.

D. Admission to the Major/Minor: The Undergraduate Program Director works in conjunction with the University's admission office in admitting students to the major/minor. The Director is responsible for monitoring the department's admission standards in accepting students to the major/minor as well as instructional capacity. The Director is also responsible for monitoring student progress in the major/minor.

E. Admission to the Graduate Program: The Graduate Program Director works in conjunction with the Graduate School in the admission process. The Director is responsible for monitoring the department's admission standards in accepting students to the program. The Director is also responsible for monitoring student progress in the program.

F. Faculty Assignments: In accordance with University policies, the Chairperson shall, in consultation with each faculty member, communicate in writing to each faculty member the faculty member's assignment for the coming year. At a minimum, each faculty member's assignment will include a list of the courses to be taught by the faculty member and will identify the relative weights to be attached to the faculty member's ratings in each of the areas of teaching, scholarly productivity and service. The weights, which are to be a function of such factors as number of courses and preparations, new course preparations, extraordinary service commitments, special research assignments and so on, will be used in the evaluation process. The assignment will also describe specific

duties and expectations in certain circumstances, e.g., program director or special teaching or research projects. The Chairperson will present all initial faculty assignments and weights to the DFSC for comment and review. Details pertaining to faculty assignments are outlined in the Department's ASPT document.

G. Sabbaticals: Sabbatical leaves are granted in accordance with University policies. Such leaves are not automatically granted to individuals upon completion of a stated period of service. Each application will be judged on the basis of the benefit which will accrue to the University and to the individual.

H. Space Assignments: Office space is assigned by the Chairperson based on seniority.

I. Undergraduate/Graduate Assistant Assignments: Faculty members may request a undergraduate/graduate assistant; however, the Chairperson in consultation with the Undergraduate/Graduate Program Directors assigns undergraduate/graduate assistants. At the end of each semester, the faculty member evaluates the performance of the undergraduate/graduate assistant. Likewise, the undergraduate/graduate assistant may request a reassignment.

J. Teaching Evaluations: While teaching activities take many forms, as the University ASPT Policies illustrates, these activities fall in two broad categories, namely, in-classroom and out-of-classroom activities, and the former group is the more important one. Evaluation of in-class teaching will be based on (1) all supporting materials submitted by the faculty member, (2) a self-assessment of the faculty member's teaching performance, (3) student ratings of teaching performance, and (4) grade distributions. Materials submitted by the faculty member should include syllabi, tests, homework assignments, quizzes, and other relevant information. In considering students' responses, the DFSC will place greater weight on students' perceptions of (1) the instructor's ability to communicate the subject matter clearly, (2) the instructor's organization of the course, (3) the extent to which the instructor maintains high standards and expects high quality performance from students, (4) the amount of learning they achieved, and (5) their overall rating of the course. Regarding the student evaluations, faculty members must not be in the classroom during the administration of the student evaluation instrument. In addition, faculty must refrain from attempts to influence student evaluations in an inappropriate and unprofessional manner. Details on teaching evaluations are outlined in the Department's ASPT document.

K. Formation of Ad Hoc Committees: Chairperson in conjunction with the DFSC can establish an ad hoc Committee to address issues/concerns raised by the faculty.

L. Amendment of By-Laws: Amendments to the by-laws are first brought before the DFSC subject to a majority vote of the tenured and tenure-track faculty.

M. Replacement of Elected/Appointed Committee Members: Replacement of an elected/appointed committee member due to resignation, sickness, or death will be brought before the tenured and tenure-track faculty for a vote.