

Department of Economics Governance
*Revisions approved by Office of the Provost March
2019*

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Economics tenure track faculty and career non-tenure track faculty in the development of department policies and practices. Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

I. The Faculty

The faculty shall consist of the following members of the Economics Department.

- 1) All tenure track faculty (TTF);
- 2) All retired TTF who are on the tenure reduction program;
- 3) Career non-tenure track faculty (NTTF).

II. Faculty Meetings

Economics faculty meetings are called by the department head on an “as-needed” basis and are a forum for discussing and (when appropriate) voting on department issues and policies. The department head sets the agenda with input from the faculty and the department manager.

Participation

The following economics department members are invited to faculty meetings.

- 1) The faculty (as defined above);
- 2) The president of the department’s Graduate Teaching Fellow Federation (GTFF) guild (or their designee from department GTFs), as a representative of the department’s GTFs, except for agenda items involving department personnel matters;
- 3) The department manager (or their designee from department staff), who represents the department staff and serves as the meeting’s secretary.
- 4) Participants without specific voting privileges (see next section) will be excused from the meeting prior to a final discussion between voting members and their vote.

Voting Privileges

- 1) TTF have full voting privileges excepting: a) only tenured TTF vote on recommendations to the CAS dean regarding TTF contract renewals and tenure/associate professor promotion decisions; and b) only tenured TTF full professors vote on recommendations to the CAS dean regarding full professor promotion decisions.

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- 2) Career NTTF will have voting privileges with the exception of TTF matters (TTF hiring, contract renewal, promotion, etc.), issues involving the Ph.D. program, or budgetary decisions (as defined by the department head).
- 3) The department follows the UO Senate policies on voting privileges for retired faculty.
- 4) Faculty who are on leave or sabbatical continue to be afforded their full voting privileges on all matters. Their votes can be carried out either by proxy or in person.
- 5) All votes are decided by a simple majority vote excepting where this governance document specifies otherwise (e.g., executive committee election) and hiring approval votes (where job offers require that at least 2/3 of the voting faculty prefer such an offer to hiring no one). Hiring votes are made by secret ballot. As per UO policy, promotion votes are by signed ballot with only the final tally being announced. The signed ballots are retained in a secure place.

Decisions

Decisions made by department committees and at department meetings will be documented by the department head or a designated individual and appropriately archived. Access to these decisions will be readily available to all TTF and career NTTF.

III. Department Head

The economics department head oversees all department operations, including curricular, personnel, and budgetary matters. Full term department head appointments are for 3 years and are made by the CAS dean. Procedures for department head nomination are as follows.

In fall quarter of the final year of a department head's term in office (sufficiently early to ensure that the process can be complete prior to deadlines for sabbatical plan submission), and after the dean has met with the department on the head nomination process, a department "nominations committee," as defined below, shall

- A. Solicit email nominations for the next department head from current faculty members and keep the dean's office apprised of the candidate pool.
- B. Determine if nominated parties are willing to serve as department head if selected.
- C. Invite, but not require, each candidate to supply up to a single page description of their plans for the economics department, should they be appointed as head. All plans submitted will be circulated to the faculty.
- D. Schedule a faculty meeting to evaluate the candidates who have been nominated.
- E. Forward a written summary of the department's evaluation of the nominees to the dean, who has the final decision on who will serve as department head. Any tenured faculty member may join the nominations committee in writing this report to the dean.

Should the dean wish the department to provide a recommended candidate from the pool of nominees or if the department would like to gain more information on preferences over a pool of multiple candidates for internal purposes, the following three-step voting process shall be used, with general discussion possible between any of the steps:

- 1) Have an approval vote (where each voter can vote their approval for as many of the candidates as they wish) to provide a starting point for discussion. The candidates eligible to be included in step 2 are the ones who receive at least 2/3 of the votes, indicating that

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they have broad support in the department. If no candidate gets at least 2/3 of the vote, the department will discuss and consider the option of beginning the nomination process again to expand the candidate pool or lower the threshold for eligibility.

- 2) Have a simple vote over eligible candidates where each faculty member can vote for at most one candidate. Any candidate receiving a simple majority will trigger step 3. If no candidate receives a simple majority, then the new set of eligible candidates will become those receiving the two highest vote totals (or the single highest vote total if multiple candidates are in a tie for highest vote total). If the number of eligible candidates has decreased, then go to the start of step 2. If not, the department has the option of more discussion before iterating, sending the candidate with the most votes (but not majority) to step 3, or in the case of a tie between multiple candidates – ending the process by forwarding each of these candidates to the dean as the department’s “top choices.”
- 3) Have a final confirmation vote for the nominated candidate in step 2. If this candidate receives at least 2/3 of the vote, they become the department’s nominee to the dean. If not, then the process goes back to step 1 to reconsider the entire pool of candidates, unless the candidate at hand has previously reached step 3, in which case the candidate becomes the department’s nominee.

The nominations committee shall be comprised of the department head, associate head, and executive committee members, provided that none of these individuals wish to be considered as nominees for the department head position. Individual members of the nominations committee shall recuse themselves from the committee as soon as they are considered a nominee for the department head position. In the event that all members of the nominations committee are considered nominees for the department head position, the department head shall hold a department meeting to elect a three-member replacement committee, with the voting procedure to follow that used to elect the executive committee.

Any votes connected with department head nomination or nominations committee election shall be by secret ballot. Except under unusual circumstances, those with rank less than full professor should be discouraged from being a candidate for department head.

The department values the development of leadership experience, and so preference to nominate a new person over an individual who has previously served as department head is appropriate when the department is collectively close to indifferent between candidates.

IV. Executive Committee

The executive committee is responsible for advising the department head on TTF matters such as TTF salary improvement recommendations and selection of Ph.D. /Master’s directors and chair of the personnel committee. The committee is also responsible for preparing a committee report for 6th year post tenure reviews. For these purposes the committee will consist of three (or more) tenured economics faculty. The committee will also advise on general departmental planning issues, selection of the undergraduate director(s), and NTTF salary improvement recommendations. For these latter purposes the executive committee will be expanded to include a career NTTF member.

Both TTF and NTTF executive committee members are elected in spring quarter, with their one-

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year term beginning at the start of summer quarter. If a candidate has served 3 times over the previous 6 years, election to the committee requires a 75% majority. Otherwise, the election of TTF members is carried out using the following process.

Stage 1. Faculty members vote for their top 3 candidates from the set of tenured faculty who will be on campus during the coming year, excepting the department head (in no particular order and without naming the same person more than once). Any faculty member receiving a simple majority and whose vote total strictly exceeds the fourth highest vote total is elected. Let m denote the number of seats that remain open on the committee. If $m=0$ the election is complete.

Stage 2. If $m>0$, then those candidates not elected but receiving the $m+1$ highest vote totals in stage 1 will constitute the set M (those remaining eligible for election). Faculty members vote for their top m candidates from M . Any faculty member receiving a simple majority and whose vote total strictly exceeds the $m+1^{\text{st}}$ highest vote total is elected. Let n denote the number of seats that remain open on the committee. If $n=0$ the election is complete.

Stage 3. If $n>0$, then the remaining seats are filled with the candidates receiving the n highest vote totals in stage 2, with seats added to the committee as needed in the case of ties.

The NTTF member(s) is (are) the winner(s) of a simple plurality vote from among the set of career NTTF who will be on campus during the coming year.

V. Other Departmental Service Appointments

All department administrative and committee appointments, excepting the executive committee, are made by the department head in consultation with the executive committee. Such appointments are filled by individuals who expect to be present on campus throughout the bulk of the appointment. For instance, a faculty member on sabbatical can serve, if they wish, when their sabbatical plans allow them to remain on campus during their sabbatical period. Associate head, Ph.D. director, and undergrad director appointments are generally expected to be for two or more years, but may occasionally be for shorter durations. There are no formal rules on term limits (excepting for associate head, as noted below), but the benefits of facilitating broad administrative experience across the faculty is widely recognized. TTF may be called upon to serve in any position and committee listed below. NTTF may be called upon to serve as undergraduate director, the undergraduate program committee, or on an NTTF search/promotion committee. Each program committee and the graduate admissions committee include a student member. Membership of ad hoc committees is determined by the issues that the respective committee was designed to address.

a. Administrative

Associate Head

Incremental appointments in excess of four consecutive years can be awarded if two-thirds majority support is expressed in a full faculty vote. Primary duties involve the planning, implementation, and oversight of course scheduling for both faculty and GTFs.

Ph.D. Director

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Primary duties involve oversight of the Ph.D. program, including recruitment, admission, awards, advising, and the monitoring of student progress.

Undergraduate Director

Primary duties involve oversight of the undergraduate program, including advising and the monitoring of student progress.

Master's Director

Primary duties involve oversight of the Master's program, including recruitment, admission, awards, advising, and the monitoring of student progress.

Graduate Placement Director

Primary duties involve advising and preparing graduate students for entering the job market.

GTF Instructional Advisor

Primary duties involve oversight and mentoring of economics GTFs.

b. Committees

Personnel (Promotion) Committee

Duty is to prepare the personnel committee report for the promotion case(s) to which the committee is assigned. The committee and its chair are appointed as needed by the department head. Department head provides initial direction but does not participate in the writing of the committee report. Associate head drafts the teaching section of the committee report unless special circumstances warrant an alternative allocation of duties.

Undergraduate Program Committee

Provides supplemental student advising during focal times such as Week of Welcome. Serves as an advisory group to the undergraduate director. Meets as needed. Undergraduate director serves as the committee chair. Recommendations for substantive program/curriculum changes are made by committee with full discussion and possible vote at faculty meetings.

Masters Program Committee

Serves as an advisory group to the Master's director. Meets as needed. Master's director serves as the committee chair. Recommendations for substantive program/curriculum changes are made by committee with full discussion and possible vote at faculty meetings.

Ph.D. Program Committee

Serves as an advisory group to the Ph.D. director. Meets as needed. Ph.D. director serves as the committee chair. Recommendations for substantive program/curriculum changes are made by committee with full discussion and possible vote at faculty meetings.

Graduate Admissions Committee

Processes all applications for admission into our graduate programs. Also recommends GTF and other supplemental awards for incoming Ph.D. students, with final approval given by the department head. Ph.D. director serves as the committee chair, other members include the Master's director, a GTFF representative, and an appointed TTF.

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Graduate Awards Committee

Assesses applications for various graduate student awards beyond the first year. Ph.D. director serves as the committee chair.

Graduate Placement Committee

Provides support to the graduate placement director, especially to help staff mock interviews and provide feedback during practice job talks of students that are entering the job market. Graduate placement director serves as the committee chair.

Core Exam Committee

Writes and grades Ph.D. core examinations. Membership includes the corresponding year's core micro and macro theory instructor and one additional TTF (usually a first year econometrics sequence instructor). Committee chair is appointed.

Seminar Committee

Duty is to administer the department's seminar series.

Job Search Committee(s)

Appointed as needed.

The Economics Department Diversity Committee (EDDC)

Works with the department community to foster diversity and inclusion, broadly defined; and, together with the department head, is responsible for considerations of diversity and inclusion at the department level. The EDDC shall conduct appropriate outreach with department faculty, staff, undergraduates, and graduate students, and shall make a report annually, during a faculty meeting, allowing time for questions and discussion. The committee is comprised of department faculty. Appointments are made annually. The chair of the EDDC is appointed by the department head, and is to be a tenured professor. The remaining members of the EDDC are appointed by the department head and interested faculty are encouraged to request appointment. There shall be no fewer than three EDDC members, including the chair.

VI. Development of Future Policies and Guidelines

Input is solicited from all department faculty, after input has been provided by the dean or department head, when the faculty develop future policies subject to the CBA. Approval is made through a full faculty vote, unless the policy is solely in the purview of TTF, in which case approval is made through a TTF vote.

Input is solicited from all department faculty, after input has been provided by the dean or department head, when the faculty develop guidelines for performance and promotion reviews, workload, and merit salary increases for the NTTF ranks and adjuncts. Approval is made through a full faculty vote.

Input is solicited from all TTF, after input has been provided by the dean or department head, when the faculty develop guidelines for tenure and promotion review, establishing workload for TTF, or the review of TTF. Approval is made through a full TTF vote.