

Bylaws
Department Of Economics
Texas A&M University

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Preamble

The Department of Economics shall be governed by these bylaws, which in turn are governed by policies of the Texas A&M University System, Texas A&M University, and the College of Liberal Arts. The policies and procedures described below draw from these policy statements when appropriate. Should those rules and policies change, the Department shall follow those new rules and policies until it can update these bylaws to reflect the changes.

A department is an academic community for whom common goals and a spirit of cooperation are important. Bylaws bring order by defining the rights and duties of department members. These bylaws reflect a belief that the responsibility for effective governance rests with both the faculty and the Department Head. Moreover, effective governance depends on the exercise of responsible leadership by the faculty and the Department Head in their appropriate roles.

These bylaws shall be implemented with strict adherence to academic freedom, due process, and equal opportunity. The Department is committed to the College of Liberal Arts and Texas A&M University goals, including creating a campus climate that values diversity and internationalization. Appointments, hiring, promotion, and tenure shall be decided on the basis of professional qualifications, consistent with federal and state laws and University policies. Equal opportunity shall be provided to all persons regardless of race, color, religion, sex, national origin, political affiliation, sexual orientation, disability, age, or veteran status.

I. General Aspects

A. Department Mission

The mission of the Department of Economics is to achieve excellence in research, teaching, and service. Excellence in research means attaining national and international recognition, as evidenced by, for example, national rankings, high quality published scholarly research, citations, external funding, and awards and honors. Excellence in teaching means offering to all students the opportunity to realize their full potential for learning. Excellence in service means providing a high level of professional expertise and experience not only to the Department and professional organizations but also to the University and the public.

B. Governance Procedures

1. Faculty

In this document, the term regular economics faculty refers to all tenure-track and tenured faculty for whom the Department of Economics is the tenure initiating unit.

2. Department Head

The Dean appoints the Department Head. As the executive officer of the Department, the Department Head is responsible for the general administration of the economics program.

The specific duties and responsibilities of the Department Head include developing and recommending changes in the governance structure; setting teaching loads; recruiting faculty; evaluating faculty for reappointment, tenure, promotion, salary increases, and professional leave and making recommendations to the Dean on these matters; appointing the Directors of the Graduate and Undergraduate Programs and the members of the various committees; ensuring that all faculty are offered the departmental privileges and responsibilities appropriate to their rank; encouraging excellence in research and teaching by allocating departmental resources to faculty; and preparing annual budget recommendations for the Dean - all after appropriate consultations with the Department's Executive Committee and department members.

The Department Head convenes and conducts faculty meetings and maintains records; is responsible for compliance with University policies and procedures; represents the interests of the Department to the College; serves as the departmental representative to the College Executive Council; transmits information from the College and the Provost to the faculty; hires and supervises non-faculty clerical, administrative, and professional staff; and is responsible for the preparation of a budget outlining department expenditures and for the preparation of any departmental reports requested by the higher administration.

3. Associate Department Head

An Associate Department Head may be appointed by the Department Head, who will define the Associate Department Head duties, in consultation with the Executive Committee.

4. Director of Graduate Programs

The Director of Graduate Programs is appointed annually by the Department Head in consultation with the Executive Committee. When appointing a new Director of Graduate Programs, the Department Head shall seek recommendations from the regular economics faculty and shall discuss the potential strengths and weaknesses of the candidates with members of the Executive Committee. The Director of Graduate Programs is responsible for overseeing the administration of, and advising the Department Head on, issues relating to the graduate program. The Director of Graduate Programs serves as the Chair of the departmental Graduate Instruction Committee.

5. Director of Undergraduate Programs

The Director of Undergraduate Programs is appointed annually by the Department Head in consultation with the Executive Committee. When appointing a new Director of Undergraduate Programs, the Department Head shall seek recommendations from the regular economics faculty and shall discuss the potential strengths and weaknesses of the candidates with members of the Executive Committee. The Director of Undergraduate Programs is responsible for overseeing the administration of, and advising the Department Head on, issues relating to the undergraduate program. The Director of Undergraduate Programs serves as the Chair of the departmental Undergraduate Instruction Committee.

6. Faculty Meetings

The Department Head convenes faculty meetings as needed, with a minimum of one meeting each semester. All regular economics faculty members are expected to attend these meetings and there will be one week's notice for these meetings. The Department Head will prepare an agenda for these meetings in consultation with the relevant committee chairs; this agenda will be distributed to the regular economics faculty at least one week prior to each meeting. A Secretary designated by the Department Head at the meeting records and distributes by email the minutes after each faculty meeting. Faculty meetings can also be called by a majority of the voting members of the Executive Committee or 30 percent of the regular economics faculty. A quorum consists of a majority of the faculty eligible to vote. No substantive matter may be voted upon at a faculty meeting unless it appears on the agenda for that meeting. The Department normally votes by a show of hands. However, any voting member present may call for a vote by written ballot.

C. Committees

With the exception of the Promotion and Tenure Committee, committee meetings are open to regular economics faculty, unless closed by a minimum two-thirds vote of the committee. Normally, the committee chair is responsible for scheduling meetings and providing the economics faculty by email with an agenda at least two business days before each meeting and minutes after each meeting.

In addition to the standing committees provided in these bylaws, the Department Head may establish special committees as necessary.

1. Executive Committee

The Executive Committee shall advise the Department Head. The Executive Committee provides the faculty with a mechanism in addition to faculty meetings and individual faculty consultations for conveying faculty concerns and advice to the Department Head. The Executive Committee shall work closely with the Department Head in matters such as recruiting, governance policies, personnel issues, and programmatic planning. The Department Head convenes meetings of the Executive Committee as needed, with a minimum of two meetings each semester. The majority of the Executive Committee may also convene a meeting.

If the Department Head differs with the majority of the Executive Committee on any issue requiring consultation with the Executive Committee, the head shall provide the regular economics faculty a written explanation why the Department Head is not following the advice of the Executive Committee.

Normally, standing committees may not have more than one elected member of the executive committee, except for the Promotion and Tenure Committee.

a. Membership

The Executive Committee is composed of three voting members, a non-voting Assistant Professor Representative, and the Department Head. The three voting members are the elected representatives of the regular economics faculty. The Director of Graduate Programs, the Director of Undergraduate Programs, and Associate Head, if any, are ex officio members. The Department Head chairs the Executive Committee.

b. Elections

The representatives are elected in April and take their place at the start of the Fall semester. The term of each place is one year.

The regular economics faculty representatives are elected by secret ballot. To be on the ballot a candidate must be a member of the regular economics faculty, be willing to serve an entire term, not be on leave during any part of the place's term, not have just served two consecutive terms, and have been nominated by a member of the regular economics faculty. The three candidates with the most votes are elected to the Executive Committee. Ties shall be decided by lot.

The assistant professor representative is elected by secret ballot. To be on the ballot a candidate must be an assistant professor during the entire term, be willing to serve an entire term, not be on leave during any part of the place's term, not have just served two consecutive terms, and have been nominated by an assistant professor. Each member of the assistant professors in the economics department may vote for one person listed on the ballot. The candidate with the most votes is elected to be the non-voting Assistant Professor Representative on the Executive Committee. Ties shall be decided by lot.

Special elections may be held at any time to fill incomplete terms. Special elections follow the same procedures as regular elections.

2. Graduate Instruction Committee

The Director of Graduate Programs chairs the Graduate Instruction Committee. The Department Head in consultation with the Director of Graduate Programs and the Executive Committee appoints at least four more tenured or tenure-track faculty for membership on the Graduate Instruction Committee. The Department Head shall also appoint a graduate student as a non-voting member of the committee. The administration of the graduate program follows the regulations set forth by the Graduate School and the Department's "Policies and Procedures for Graduate Study in Economics" produced by the Graduate Instruction Committee.

The Graduate Instruction Committee is advisory to the Director of Graduate Programs on such matters as:

- Recruitment and admission of quality applicants, including preparation of appropriate brochures and application forms and recruiting visits to other campuses.

- Review of all applications to determine eligibility for financial assistance, including review of graduate students already receiving assistance to determine their continued eligibility.
- Advising the Department Head on appropriate graduate-level course offerings and staffing requirements.
- Appointing qualifier and field examining committees and scheduling these exams.
- Help in the placement of all graduate students, including helping graduate students prepare vitae and advising graduate students in their job search.
- Selecting graduate students for departmental awards.
- Develop and coordinate mentoring plans for graduate students.

A meeting of the Graduate Instruction Committee is called early in each semester to acquaint all members with their responsibilities, the procedures of the Committee, and to provide an opportunity for the members of the committee and the Director of Graduate Programs to raise issues regarding the graduate program. Major changes in the graduate program will be discussed by the regular economics faculty.

3. Undergraduate Instruction Committee

The Director of Undergraduate Programs chairs the Undergraduate Instruction Committee. The Department Head in consultation with the Director of Undergraduate Programs and the Executive Committee appoints at least four more faculty members for the Undergraduate Instruction Committee. The majority of these appointees must be tenured or tenure-track faculty, but appointment of a non-tenure track faculty member is possible.

The Undergraduate Instruction Committee is advisory to the Director of Undergraduate Programs on such matters as:

- Assignment of graduate teaching assistants to recitation sections, courses, and grading positions (in coordination with the Director of Graduate Programs).
- Short-term modification of course offerings, including recommending additional sections of listed courses to accommodate potential close outs and recommending closing sections in which demand for seats is below acceptable levels.
- Long-term planning of the curriculum to enhance the quality of instruction.
- Supervision of new-course development and coordination of course offerings in appropriate colleges and departments.
- Evaluation of undergraduate classroom instruction, with particular attention to the performance of graduate teaching assistants (in coordination with the Director of Graduate Programs).
- Selecting undergraduate students for departmental awards.
- Handling undergraduate student complaints and grievances.
- Monitoring honors course offerings and seeking funds for new courses.
- Recruiting honors students.
- Speaking to student organizations, writing letters to prospective students, etc.

A meeting of the Undergraduate Instruction Committee is called early each semester to acquaint all members with their responsibilities, the procedures of the Committee, and to provide an opportunity for the members of the committee and the Director of Undergraduate Programs to raise issues regarding the undergraduate program.

4. Faculty Recruitment Committee

The role of the Faculty Recruitment Committee is to advise the faculty, the Executive Committee, and the Department Head on faculty recruitment matters. The Faculty Recruitment Committee is appointed by the Department Head, in consultation with the Executive Committee. It consists of at least three members, one of whom is appointed as the committee chair by the Department Head. In certain circumstances, especially those arising from faculty recruiting needs, the Department Head may appoint additional members.

5. Intellectual Climate and Diversity Committee

The Intellectual Climate and Diversity Committee advises the faculty, the Faculty Recruitment Committee, other committees, and the Department Head on intellectual climate and diversity matters. The Department Head in consultation with the Executive Committee appoints at least three faculty members to the Intellectual Climate and Diversity Committee. The Department Head selects one as the committee chair.

The Intellectual Climate and Diversity Committee works on such matters as:

- Intellectual climate, including workshop guidelines, and physical plant.
- Ensuring a diverse applicant pool, (see University Rule 12.99.99.M1 section 4.6): maintain lists of professional organizations that would be useful for attracting a diverse application pool, send job opening announcements to these organizations; maintain lists of faculty who are known for their success in mentoring doctoral students from diverse backgrounds, contact them directly with job opening announcements; use the web, lists, and professional networks to identify potential applications of interest, contact individuals directly with job opening announcements.
- Coordinating with the Faculty Recruitment Committee: review the applicant pool as it is developed by the Faculty Recruitment Committee; review the process to identify any shortcomings; assist the Faculty Recruitment Committee chair in efforts to certify candidate pool diversity.
- Working with Interviewees: provide interviewees with information compiled by the University, see for example the Dean of Faculties website; assist in tracking down information interviewees request; offer to arrange meetings during the interview with relevant individuals and groups on campus or provide contact information.
- Mentoring program for junior faculty.

6. Promotion and Tenure Committee

The Promotion and Tenure Committee advises the Department Head on matters relating to faculty evaluations, including the annual performance review of Assistant and Associate Professors, the mid-term review of Assistant Professors, and tenure and promotion reviews. The Promotion and Tenure Committee consists of all regular economics faculty holding ranks above that of the candidate. The Promotion and Tenure Committee is closed and no minutes are kept.

D. Faculty Duties and Responsibilities

1. Standard of Excellence

The Department expects its faculty to achieve excellence in research, teaching, and service. All faculty members are expected to serve on departmental, College, or University committees as a part of their service requirement. The Department supports candidates for merit salary raises and promotion and tenure whose records combine achievement in all three areas, with the largest weight on scholarship. High quality teaching is necessary as well. For promotion and tenure, evidence must be presented that the candidate has attained national reputation as a scholar. Achieving excellence in a multidisciplinary area— such as teaching a multidisciplinary course or major research contribution to a grant or multidisciplinary journal publication – will be appropriately rewarded.

We consider various indicators in judging promotion and tenure cases. Among them are teaching evaluations, service records, quality and quantity of publications, quality of journals in which publications have appeared, external letters of evaluation, records of grants awarded, citations, and the quantity and quality of work in progress. The substantial probability that a high rate of quality scholarship will continue needs to be established for all promotions. The dossier must demonstrate that promotion of the candidate will improve the overall scholarly quality and standing of the Department. Internal cases for promotion to a higher rank and external hires at that rank should be equally strong and meet the same standards. Internal cases should also be comparable to the quality of external candidates who could be hired, controlling for rank and stage of career.

2. Instructional Activity

The routine teaching load for regular economics faculty is four courses per year. However, teaching assignments can vary from one course per year up to six, depending upon the burden of administrative duties, release from teaching financed by external funding, and research productivity. The formal classroom teaching load may be adjusted by the Department Head to compensate for above-average non-classroom instructional activities or for teaching very large classes. All faculty members are expected to fulfill their other instructional and service responsibilities regardless of teaching loads.

Depending on departmental teaching needs and available funds, the Department Head may, as part of the annual review process, award one-course teaching reductions to faculty who have been highly productive during the previous three years and who have major research in progress. Relevant indicators include: (1) publication of original economics or multidisciplinary research in a highly respected peer refereed economics journal or in a high quality scholarly edited book, (2) publication of significant scholarly books or monographs, (3) major external grants. Offer letters, counter offer letters, and preemptive agreements may also specify teaching loads. Assistant professors normally receive the teaching load specified in their initial employment contract.

3. Birth and Adoption Policy

The University and College provide a number of maternity related benefits to its faculty including extension of the probationary period to reflect the care giving responsibilities associated with the birth or adoption of a child. The University also allows for Family and Medical Leave under the Family and Medical Leave Act (FMLA) or parental leave for up to 12 weeks (see [http://liberalartscommunity.tamu.edu/docs/Bjobling/Modified%20Duties%20for%20Faculty%20and%20Staff%20\(LA\).pdf](http://liberalartscommunity.tamu.edu/docs/Bjobling/Modified%20Duties%20for%20Faculty%20and%20Staff%20(LA).pdf)). The College of Liberal Arts policy on “Modified Duties for Faculty and Staff” is posted at <http://employees.tamu.edu/employees/benefits/leave/fmla/Default.aspx>. The Department will rearrange eligible faculty workloads to the extent possible.

4. Departure from Average

The Department aims to distribute equitably responsibilities among faculty by balancing variations in formal and informal instructional and scholarly activities that persist over several years. It would be impossible to develop simple rules that could be relied upon to deliver at all times an equitable distribution of faculty duties and responsibilities. The above policy does not constitute a contractual obligation. Changes in the demand for the resources of the Department and in the circumstances of the individual faculty members may warrant temporary deviations from this policy. Ultimately, the Department Head must make discretionary judgments and is held accountable through annual performance reviews by the Dean, and more extensive second and fourth year reviews involving faculty input, (see University Rule 12.99.99.M6).

II. Appointments, Performance Reviews, Promotion and Tenure Reviews

A. Appointments

1. Criteria: Tenure-track Faculty

The Department is committed to making only faculty appointments that enhance, or have strong potential to enhance, the quality of the Department. A potential appointee must meet our standards of excellence (Section I.D.1). The key criteria for each appointment are as follows. At the senior levels, research productivity and professional reputation must clearly be in evidence from publications, research grants, and the like. At the Assistant Professor level, evidence of research potential, of a caliber likely to lead to publications and grants, is required. In all cases, evidence

of substantial support from outside reviewers, and evidence of high quality teaching, are weighed in forming a judgment on the potential candidate.

Appointments to the rank of Instructor and Assistant Professor are probationary and require annual reappointment by the Department Head for continuation. Per University Policy 12.01.99.M2, an Assistant Professor is reviewed for promotion and tenure no later than the sixth year of appointment as an Assistant Professor, and informed by the end of that year as to whether promotion and tenure will be granted at the beginning of the seventh year.

2. Criteria: Auxiliary Faculty

Compensated auxiliary faculty members include lecturers and senior lecturers and may include faculty with regular titles below 50 percent or visiting faculty. Visiting faculty include individuals on leave from other academic institutions and temporary faculty. No-salary auxiliary faculty include adjunct faculty and faculty with regular titles at zero percent time. They may also include visiting faculty.

The Department Head appoints auxiliary faculty as needed to carry out the Department's mission. Auxiliary appointments may be made for only one year at a time. Renewal requires a review by the Department Head.

3. Criteria: Courtesy Appointments

Courtesy appointments apply to persons who hold a faculty position at Texas A&M in a department other than Economics. These appointments are (1) non-salaried and (2) reviewed at the discretion of the Department Head in consultation with the Executive Committee and the faculty. Such positions will be made only to fully qualified individuals who contribute to the Department's research, service, or teaching mission.

In general terms the courtesy appointment is used to recognize substantial (uncompensated) involvement in the life of this Department. This interaction must be ongoing, and it must be of sufficient magnitude to warrant formal recognition. Thus, frequent membership on our exam committees, co-authorship of publications with our faculty, and service in the form of invited lectures and presentations to our Department are indicators of suitable intellectual interaction.

4. Search Procedures for Regular Economics Faculty Positions

When a search is planned for the following academic year, a meeting of the regular economics faculty will be held at the end of Spring semester to discuss faculty hiring priorities. A national and international search, including advertising in *Job Openings for Economists*, is the norm for all tenured and tenure-track appointments. The scope of the advertisement is designed to draw candidates with expertise in areas where the Department has agreed to develop and strengthen its faculty.

The search is conducted by the Faculty Recruitment Committee, which may be augmented, where appropriate, by additional faculty members. Following University Rule 12.99.99.M1, the Faculty Recruitment Committee identifies qualified applicants, develops a diverse candidate pool, and solicits applications. The Faculty Recruitment Committee has primary responsibility for deciding which candidates to interview at the national meetings and which to invite for campus visits.

When faculty candidates visit the campus, the Dean, and the faculty are given an opportunity to talk with the candidates and to observe them in a workshop. Following campus visits, the regular economics faculty shall meet to discuss the relative merits of the candidates and to vote ranking the candidates and assessing their acceptability. All authorizations to make an offer for assistant, associate, or full professor appointments require a majority vote of the faculty voting. The Department Head decides which offers to make among acceptable candidates, further consulting with faculty, the Executive Committee, or the Faculty Recruitment Committee as needed.

All faculty appointments must meet the standards of excellence set forth in this document. In addition, the case for an Associate Professor or Professor appointment must follow as closely as possible the promotion and tenure procedures set forth in this document, as well as College and University rules.

B. Department-Level Annual Reviews for Faculty

The Department Head shall conduct an annual review of each faculty member. Merit reviews shall consider research, teaching, and service activities (multidisciplinary as well as disciplinary) for the previous three years based on information supplied by the faculty member and data generated by the Department Head. Salary recommendations shall be based on criteria consistent with those relevant to the tenure and promotion of tenure-track faculty and to the continuation of non-tenure track faculty.

1. Tenure-Track Faculty

Tenure-track faculty are appointed on a year-to-year probationary basis. The Department Head, in consultation with the appropriate Promotion and Tenure Committee, shall conduct annual reviews of all tenure-track faculty members. For tenure-track faculty, the Promotion and Tenure Committee shall consist of tenured Associate Professors and Professors.

The Promotion and Tenure Committee shall vote on progress toward tenure and on contract renewal. If the Department Head's decision on contract renewal is contrary to that of the Promotion and Tenure Committee, then, prior to transmittal of a recommendation to the Dean, the Executive Committee and the Promotion and Tenure Committee shall be notified.

Candidates should be informed, as soon as possible after the meeting, of the faculty vote and the Department Head's recommendation. A written evaluation by the Department Head summarizing the committee evaluation shall be given to the candidate as soon as possible, but usually no later than 30 days after the faculty meeting.

The annual review of tenure-track faculty aims to gauge and monitor the candidate's progress through the probationary period. The relevant criteria are those applicable to the eventual granting of promotion and tenure.

Instructors are normally expected to complete the Ph.D. within the first year of probationary status.

2. Associate Professors

Associate Professors are reviewed annually with regards to their progress towards promotion by the Department Head. Discussion of each Associate Professor's case at a meeting of the full professor members of the Promotion and Tenure Committee will be a critical input in the written progress report prepared by the Department Head.

3. Non-Tenure Track Faculty

Those in non-tenure-accruing positions shall be reviewed and have their status considered by the Department Head annually. They may be renewed on a year-to-year basis.

4. Full Professors

Full professors are reviewed annually by the Department Head. At least once every six years, peers must be involved in the annual review of Full professors.

a. Peer Involvement in Annual Review of Full Professors

Full professors will not be required to be peer reviewed until at least five years since their promotion review, nor will Full professors be required to be peer reviewed more frequently than once every six years. Full professors who do not fall into one of these categories are eligible for peer review. Any Full professor has the right to request peer review more often than this.

For the set of Full professors who are eligible for peer review in the academic year when this amended section to the Bylaws is adopted, each eligible Full professor will be randomly assigned to be peer reviewed in one of the following six academic years. An equal proportion of the set of initially-eligible Full professors will be assigned for peer review per year over the six-year startup period, subject to integer constraints.

For all years following the initial six-year startup period, all eligible Full professors will be peer reviewed.

b. Peer Review Committee

A committee comprised of three Full professors will constitute the Peer Review Committee. The three Full professors on the committee will be elected at large by the tenured faculty. In any given year, those Full professors who are undergoing peer review will not be eligible to be elected to the committee, but all Full professors will be eligible to vote on the composition of the committee.

c. Department Head and Peer Review Committee Reviews

The Department Head will provide committee members with the annual review materials turned in by the faculty members to be reviewed, along with annual review forms from the previous five years. Faculty members undergoing review may include materials in addition to those called for in the regular annual review process.

The Committee will produce a written report indicating a “satisfactory” or “unsatisfactory” performance to the Department Head, with explanation. An evaluation of “unsatisfactory” performance requires evidence of chronic and substantial failure to meet expectations in all three categories (research, teaching, and service). A report of “unsatisfactory” requires unanimous agreement by the Peer Review Committee.

The Department Head will produce an independent evaluation of performance as “satisfactory” or “unsatisfactory”.

d. Reporting and Remediation Procedure

If both the Department Head’s and the Committee’s assessments are that the faculty member’s performance is “unsatisfactory”, then the Department Head and the Committee shall (together or separately, at the faculty member’s discretion) informally discuss the assessment with the faculty member. After the discussion(s) with the faculty member, if both the Department Head’s and the Committee’s assessments of “unsatisfactory” performance are unchanged, then the Committee and the Department Head will meet with the faculty member to make remedial recommendations. A report to the Dean of unsatisfactory performance will be made and will be accompanied by a written plan for near-term improvement.

If the Department Head and the Committee disagree in their assessment of the faculty member’s performance, the Department Head shall share information about the faculty member’s performance with all Full professors. The Department Head shall ask for a vote on the faculty member’s performance as being “unsatisfactory” or “satisfactory”. A majority vote of the Full professors shall determine the Department’s assessment as being “unsatisfactory” or “satisfactory”. If the Department assessment is “unsatisfactory”, then the Department Head and the Peer Review Committee will meet with the faculty member to make remedial recommendations. A report to the Dean of unsatisfactory performance will be made and will be accompanied by a written plan for near-term improvement.

In all circumstances, the Department Head’s annual review report to a faculty member undergoing peer review must incorporate the Peer Review Committee’s assessment.

C. College-Level Reviews: Mid-term, Tenure and Promotion

The Department Head shall prepare a dossier to be transmitted to the College for each candidate undergoing formal college-level review. Preparation of the dossier and the evaluation process shall follow the “Review, Tenure and Promotion Procedures” of the College of Liberal Arts, see [http://liberalartscommunity.tamu.edu/docs/Bjobling/Modified%20Duties%20for%20Faculty%20and%20Staff%20\(LA\).pdf](http://liberalartscommunity.tamu.edu/docs/Bjobling/Modified%20Duties%20for%20Faculty%20and%20Staff%20(LA).pdf), and the “Guidelines of Annual & Midterm Review” or “Tenure and Promotion Submission Guidelines” of the Dean of Faculties, see <http://employees.tamu.edu/employees/benefits/leave/fmla/Default.aspx>.

1. Development of Candidate’s File

As specified in the College and University guidelines, each dossier must include at least the following materials.

- Candidate’s personal statement and acknowledgment.
- A curriculum vitae of the candidate.
- Research, teaching, service, and summary reports from the Evaluation Subcommittee.
- For all but mid-term reviews, external letters evaluating the candidate's research.
- Recommendation and vote of the Promotion and Tenure Committee.
- Recommendation of the Department Head.
- Annual and mid-term review letters.

It is the faculty member's responsibility to provide a complete, up-to-date vitae and a brief personal statement following the College and University guidelines. When submitting the file to the Department Head, the candidate must include a signed cover memo indicating that the file includes all the materials the candidate wishes to be considered by the Promotion and Tenure Committee in deciding promotion and tenure.

The external letters are obtained as follows:

- The candidate provides a list of possible reviewers. The candidate may also provide a list of those who should not be consulted.
- The Department Head and Evaluation Subcommittee provides a list of possible reviewers.
- From the two lists, a group of at least three reviewers are selected and contacted by the Department Head or Evaluation Subcommittee Chair.

The Department Head will inform all members of the Evaluation Subcommittee and the individual under review when external letters are available for the committee to review. The Department Head will retain the original letters and copies of the letters will be available in the file of the individual under review.

A draft of research, teaching, service, and summary reports prepared by the Evaluation Subcommittee should be placed in the promotion and tenure file at least one week prior to the Committee Meeting.

Once the candidate's promotion and tenure file has been assembled, the Department Head will inform all members of the Promotion and Tenure Committee and the candidate if material is added to the file prior to the Promotion and Tenure Committee's meeting to vote on the case. This material may include additional information about publications, teaching activities, service activities, or additional memoranda clarifying material in the file.

Members of the Promotion and Tenure Committee are expected to keep confidential all comments in the Promotion and Tenure Committee meeting regarding the candidate and other elements of the case.

2. Review Process

a. Committee Structure

The Promotion and Tenure Committee for mid-term reviews and for tenure and promotion decisions from Assistant Professor to Associate Professor shall consist of all department faculty at the rank of Associate Professor or Professor with tenure. For tenure decisions regarding Associate Professors and Professors, the Promotion and Tenure Committee shall consist of the tenured faculty at or above the ranks of the individual being reviewed. For promotion decisions from Associate Professor to Professor, the Promotion and Tenure Committee shall consist of all faculty at the rank of Professor.

The Promotion and Tenure Committee is responsible for the preparation of four reports: a summary report, and one each in the areas of research, teaching and service. These reports are to be prepared consistent with the procedures and evaluation criteria described below.

The Department Head will appoint an Evaluation Subcommittee for each type of personnel decision (e.g., mid-term review, promotion to Associate Professor with tenure, and promotion to Professor with tenure as appropriate). This subcommittee shall prepare reports for review by the Promotion and Tenure Committee. The Evaluation Subcommittee may revise these reports consistent with the Faculty's vote and incorporating comments from the Faculty. Evaluation Subcommittee members shall sign the final version of their reports as preparers of the report.

b. Promotion and Tenure Committee Meeting

The Department Head shall call a meeting of the Promotion and Tenure Committee. The chair of the Evaluation Subcommittee shall chair the meeting, and the Evaluation Subcommittee shall report to the Promotion and Tenure Committee. The Promotion and Tenure Committee shall evaluate each candidate based on his/her research, teaching, and service record. After deliberation and vote, the Evaluation Subcommittee shall prepare an evaluation report consistent with the Promotion and Tenure Committee's deliberations and vote.

c. Department Head Report

As specified in the College and University guidelines, the Department Head shall prepare a report for the Dean which includes:

- A report of the vote of the Promotion and Tenure Committee.
- An independent personal recommendation regarding the candidate.

The Department Head is also responsible for transmitting the complete dossier as described above to the Dean's office. If the Department Head's decision on mid-term or promotion and tenure cases is contrary to that of the Promotion and Tenure Committee, then, prior to transmittal of a recommendation to the Dean, the consultative faculty must be notified and may be convened for further consultation.

The Department Head shall inform candidates of decisions made at each step in the review process. In consultation with the Promotion and Tenure Committee, the Department Head will provide all mid-term review candidates with a written performance report upon completion of the college-level review. This report should mention observed strengths and weaknesses and indicate areas of performance where improvement is expected. The report should contain enough detail that will help the candidate demonstrate appropriate accomplishment at the next formal college-level review. The candidate should meet as warranted, individually or together, with the Department Head, the Chair of the Evaluation Subcommittee, and other regular economics faculty members to evaluate progress.

3. Evaluation Criteria for Tenure and Promotion

Faculty members are evaluated on their research, teaching, and service. Retention or advancement within the faculty depends upon high performance in all three categories.

For promotion from Instructor to Assistant Professor, successful completion of the Ph.D. is required. Per University policy, promotion to Associate Professor and the granting of tenure occur in tandem.

a. Teaching Criteria

Faculty are expected to maintain a high standard of scholarship for themselves and for their students, as evidenced by the following:

- a thorough and up-to-date knowledge of chosen field of specialization.
- care in the planning, organization, and presentation of course material.
- willingness to advise and direct students (e.g. through directing senior honors theses, integration with an ongoing research project, co-authoring of papers with students, directing dissertations, participating on dissertation committees).
- willingness to mentor graduate students in the department, especially when considering promotion from Associate Professor to Professor.

b. Research Criteria

All faculty are expected to contribute to the development of the discipline or multidisciplinary areas through research and publication. Quality and quantity of research output will be considered.

Both the advancement of knowledge and its professional dissemination are crucial. Research competence must be demonstrated by publication of original research in leading professional journals. The quantity of publications is an important criteria. In the final analysis, the quality and impact of these publications carries the greatest weight. The Department requires evidence of past performance and of continued future performance for all promotion decisions. At a minimum (necessary but not sufficient conditions), candidates for promotion are expected to have the following:

- Tenure and promotion to the Associate Professor rank requires a research program culminating as a series of articles published (or in press) in major economics journals. The Department (and the College) encourages work based on the Ph.D. dissertation, but expects in addition a research program beyond the dissertation.
- Promotion to Professor requires a substantial research program culminating in publication in the discipline's major journals, the significance of which will be evaluated in light of its demonstrable impact on the discipline through citations and external letters.

Factors that will be strongly considered include whether the candidate has contributed to flagship or leading scholarly journals, demonstrated a strong prospect for continuing research productivity, and received external research grants.

c. Service Criteria

Professional Service: Evidence of service to the profession shall include the following:

- active participation in scholarly and professional societies, such as service as an officer, editorial board member, editor of major book series, or major committee member.

University Service: In evaluating the contribution of a faculty member to University governance, the following criteria shall be used:

- active participation in University and College-wide councils, multidisciplinary areas, boards, and committees.
- service to the department by participation in departmental committees, student committees, and departmental student activities.
- administrative service.

III. Amendments

Amendments to these bylaws may be initiated by either the Department Head or by the petition of twenty percent of the regular economics faculty. Notice of a bylaws revision meeting must be distributed to the regular economics faculty at least two weeks before the ratification vote. To be adopted an amendment must be approved by a two-thirds majority of the regular economics faculty voting.

Amendments to these bylaws must be approved by the Dean of the College of Liberal Arts and by the Dean of Faculties of the University before they are implemented.

A. Bylaw History

General Revision May 5, 2006
Amended July 21, 2006
Amended October 23, 2007
General Revision April 23, 2008
Amended May 20, 2008
Amended May 7, 2009

B. Approval

Approved by

Dean of the College of Liberal Arts on July 17, 2009.

Dean of Faculties of Texas A&M University on August 18, 2009.