

DEPARTMENT OF ECONOMICS

College of Business and Public Administration

Eastern Washington University

POLICIES

AND

PROCEDURES

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Department of Economics Policies and Procedures

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1. Introduction

The Department of Economics Policies and Procedures (ECON P&P) serves as a guide to department governance, personnel action, and performance expectations, as well as to faculty responsibilities and rights. This document supplements and amplifies but does not supersede the current Collective Bargaining Agreement (CBA) and the College of Business and Public Administration College Policies and Procedures (CBPA P&P). It has been approved by a vote of the Economics Department faculty according to the voting rules contained herein and then submitted for approval to the Dean and Provost.

2. The Department

The Department of Economics is located in the College of Business and Public Administration and offers Bachelor of Arts and Bachelor of Science degrees, with a variety of minors and options. Additionally the Department provides supporting courses, both required and recommended, for other EWU majors and programs as well as courses for General Education Requirements.

While the primary responsibilities of Economics faculty involve teaching, they also include research, scholarship and public service. Research and service are often combined in work on local issues with groups in EWU's service area or in projects with the Institute for Public Policy and Economic Analysis. Faculty also provide service to the college and university.

The Department sponsors a local chapter of Omicron Delta Epsilon, the international economics honorary society and encourages qualifying students to become members. It also gives student awards and hosts social events for students.

3. Department Strategic Plan

The long term objectives of the Department are to provide:

- An excellent educational experience for students, producing graduates competitive with those from similarly situated universities.
- Superior courses and support for other disciplines requiring economics courses as part of their curriculum.
- A demonstrated high level of teaching effectiveness.
- A student centered approach to all activities with high expectations for student performance and post degree placement.
- High expectations for faculty professional activities and achievements.
- Encouragement and reward for professionally based service to the university and the wider community beyond academia.

4. Department Organization and Governance

4a. Department Faculty: The faculty of the Department of Economics are divided into two basic groups:

4a1 Regular Faculty including Assistant, Associate and Full Professors who have teaching, research and service obligations as determined by their FAPs and CBPA policies.

4a2. Term Faculty including Lecturers, Senior Lecturers and quarterly appointments who have only teaching obligations as determined by CBPA policies. Normally teaching loads are 10 to 15 credits per quarter and 40 credits for the academic year.

4b. Department Chair: The Department Chair is the chief administrative officer of the Department and a member of the faculty. The Chair is responsible for providing effective leadership and fiscal, program and personnel management in the operation of the Department as well as facilitating the work and success of Departmental faculty and staff. The Chair represents the Department in administrative matters to the college and university as well as establishing and maintaining professional relationships with external constituency groups. Regarding individual faculty, the Chair might discuss personal issues or Departmental decisions while maintaining confidentiality. The Chair also serves as a member of the CBPA College Council.

4c. Procedures for Selection of the Department Chair: The Chair serves for a term of four years as nominated by eligible faculty, approved by the Dean and appointed by the Provost. Chair nominees are selected at a Departmental meeting and elected by secret ballot, either electronic or paper. The nominee receiving the largest number of votes constitutes the Department's recommendation for appointment as Department Chair.

Should the performance of the Chair become an issue, faculty members can request the Dean to resolve their concerns. Concerns should be documented by specific descriptions of unsatisfactory performance, non-performance and other abuses of trust and responsibility. If a satisfactory resolution cannot be achieved, the faculty can recommend by secret vote removal of the Chair. The Dean can also request removal of the Chair by the Provost for reasons of nonperformance.

4d. Voting and Voter Eligibility: Voting on issues of personnel, conditions of work, election of the Chair and curriculum is restricted to regular faculty and Senior Lecturers who have at least half time appointments or are on leave or have temporary medical disability are eligible to vote provided they can participate in a manner not disruptive to timely Departmental operations. Faculty on leave without pay for any other reason, employed less than half time, or a retiree on with special post-retirement partial return to work program are ineligible to vote.

Voice voting will be the usual form of voting. Any voting eligible faculty member can request voting on any issue by secret ballot or electronically. Absentee or proxy voting is usually not allowed. In all cases, a simple majority vote of those voting carries the election. Those present constitute a quorum.

5. Faculty Policies and Procedures

5a. Faculty Qualifications: Prospective regular faculty must have a Ph.D. degree in economics from an accredited university at time of employment or completed on a timely basis as specified in their employment offer. Term faculty ordinarily will be required to hold at least a master's degree in economics from an accredited university or be ABD. Extensive professional experience may be substituted for some formal education.

5b. Recruitment of Faculty: Regular faculty will be recruited based on demands for Department offerings, desires to maintain a program competitive with similar departments and existing faculty specializations. The Chair will appoint a special search and interview committee to further refine recruitment strategy and to review, rank and interview applicants. In unusual situations, regular faculty may be hired with tenure. These candidates must demonstrate substantial compliance with Departmental standards for the rank to which they will be hired. Term faculty will be primarily recruited by the Chair in consultation with the faculty.

5c. Faculty Activity Plans (FAP): Each regular faculty member must create a faculty activity plan (FAP) that specifies planned teaching, professional activity, and service performance. The FAP will specify performance criteria and evaluation procedures and must be approved by the

Department Personnel Committee (DPC), Department Chair, Dean and Provost. Any proposed modifications require similar approvals.

Success in accomplishing activities included the FAP will be the basis for retention or promotion determination as documented by supporting materials and summaries. Periodic reviews will be conducted by the DPC and Chair to evaluate progress in achieving individual FAP objectives. Based on these meetings and peer review information, written evaluations will be provided. In the event that FAP objectives are not achieved, the DPC and Chair will devise a plan of suggested remedial action for the faculty member.

5d. Graduate Faculty or Emeritus Faculty Status: Regular faculty can request appointment to the graduate faculty. Requests and supporting materials will be submitted by the Chair to the graduate school. Retired Full Professors can be nominated for Emeritus Professor status, provided the nominee is in good standing with at least 10 years of service at EWU. After approval by Departmental vote, the Chair will submit the nomination to the Dean to initiate the university process for granting emeritus status.

6. Performance Expectations

6a. Teaching Effectiveness Expectations: Teaching is a primary activity for all faculty in Economics. Each faculty member is responsible for planning, organizing and informing students of course content, text, readings, assignments, attendance regulations, and methods of evaluation including grading scales. Faculty members must maintain a regular weekly schedule of office hours or make some accommodation when teaching away from Cheney. Faculty must follow student evaluation procedures outlined in the CBPA P&P as well as in the ECON P&P. They are also responsible for submitting grades according to the deadlines established by the Registrar's Office.

Faculty are expected to meet their classes regularly. In the event of absence the Chair should be informed and some instructional alternative devised. University personnel procedures outlined in the CBA and by the Human Resources Department will be followed in situations of illness. The Department secretary should be contacted to notify classes or assist with alternate assignments. With prolonged illness, the Chair will arrange alternative instruction.

Faculty are expected to advise majors, minors and other students. Additionally they are expected to actively recruit majors and minors and are encouraged to serve a mentoring role whenever possible. Initially new majors will be assigned to the Chair or a designated Department advisor. The Chair or Department advisor will review and sign graduation and other required advising forms.

All faculty members are expected to demonstrate teaching proficiency with regard to the following criteria:

- a. Peer review evaluations of teaching effectiveness.
- b. Evaluation of class presentations and classroom procedures in classroom visitations by members of the DPC and/or Chair.
- c. Responses on student evaluations of each class taught as compared to Departmental averages.
- d. Currency, comprehensiveness and relevancy of class presentations and course materials.
- e. Consistent, objective and comprehensive procedures for assessment of student learning.
- f. Rigorous, challenging and realistic student performance expectations.

- g. Maintenance of regular office hours and general availability for student conferences and meetings.
- h. Accommodation of special student needs through independent study courses, special programs, internships, interdepartmental programs and similar activities.
- i. Advising and mentoring students, teaching a variety of courses, creating a supportive intellectual environment, and participating in activities designed to improve teaching effectiveness.

Consistent with university mandates, all classes taught must be evaluated using the Departmental evaluation form. These forms must be completed anonymously in the absence of the involved course instructor. Completed evaluations must be collected into a sealed envelope and submitted to the Chair or Departmental secretary. Summaries and comparative Departmental averages will be provided by the Chair.

6b. Active Service Expectations: Regular faculty are expected to play an active role in providing service to the University, College, Department and external community. They are expected to attend all Department meetings and, when appropriate and possible, department and college sponsored events for student and student/faculty recognition, including Spring graduation ceremonies. Active service can be demonstrated by:

- a. Serving on Department committees as requested.
- b. Serving on college or university committees, councils or special panels.
- c. Participating in groups external to the university that utilizes the professional expertise of the faculty member or significantly contributes to the faculty member's professional reputation or to the public stature and reputation of the Department, college or university.

Term faculty are expected to take part in Departmental meetings and functions in support of students as well as meeting and advising students outside the classroom. They do not have any other service obligations but in some cases may be released from some teaching duties for Departmental or service assignments.

6c. Professional Contribution Expectations: Professional contributions for regular faculty refer to bodies of written research and scholarly intellectual endeavors requiring economics skills and knowledge that are primarily directed toward professional economists and economics literate audiences. As described in Appendix A, these can include papers, presentations, books, book chapters, research reports and monographs. Additionally, professional contributions can include participation in professional associations or councils or, reflecting EWU's status as a regional university, they can include research regarding regional issues intended to inform and advise regional decision makers.

It is intended that items submitted as professional contributions are separate and distinct, represent work completed while a Department faculty member and not "double counted." Publications must be finally accepted and documented evidence of all contributions is mandatory. The appropriateness and relevancy of items submitted as professional contributions will be determined by the DPC and Chair.

Term faculty do not have professional contribution obligations but may undertake them to demonstrate discipline currency.

6d. Expectations for Promotion from Assistant to Associate Professor with Tenure: Candidates will be evaluated in three categories: teaching proficiency, professional contributions and active

service. To secure a recommendation for promotion and tenure, candidates must be evaluated at least satisfactory in two categories and outstanding in one by both the DPC and Chair.

Teaching Expectation: Teaching effectiveness will be evaluated in terms of criteria set forth in the CBPA P&P. Documentation submitted to the DPC and Chair must clearly demonstrate teaching proficiency and fulfillment of FAP objectives. Materials submitted must include summaries of student evaluations for each class taught as mandated by the university. Peer evaluations will be given greater weight than student evaluations regarding academic content and pedagogy. Teaching not only refers to the presentation of materials in a classroom setting, but also involves demonstrable efforts to improve, renew and enhance teaching capability.

Professional Contribution Expectation: As detailed in individual FAPs, five (5) refereed publications, representing five points, or their equivalency, are required. (See Appendix A for professional activities points and equivalencies.) Equivalencies may be used to substitute for up to three refereed publications, provided that the candidate is the lead author on one of the refereed publications. The DPC and Chair will determine if materials submitted constitute satisfactory professional contributions.

Active Service Expectation: Service refers to participation as the consequence of professional competence and affiliation with EWU and the Economics Department in internal department, college and university governance affairs as well as in activities external to the university. As detailed in individual FAPs, candidates are expected to undertake service activities annually.

6e. Expectations for Promotion from Associate with Tenure to Full Professor: Faculty eligible for promotion from Associate to Full Professor will be evaluated in three categories: teaching proficiency, professional contributions and active service. Candidates must be evaluated as at least satisfactory in two categories and outstanding in one. However, while accomplishments must be made in all three categories, at this stage in the candidate's career they may choose to specialize more heavily in one category and reduce their effort in others. Such an approach must be incorporated into the faculty member's FAP and approved by the Chair and DPC.

Teaching Expectation: Teaching effectiveness will be evaluated in terms of criteria set forth in the CBPA P&P. Documentation submitted to the DPC and Chair must clearly demonstrate teaching proficiency and fulfillment of FAP objectives. Materials submitted must include summaries of student evaluations for each class taught as mandated by the university. Peer evaluations will be given greater weight than student evaluations regarding academic content and pedagogy. Teaching not only refers to the presentation of materials in a classroom setting, but also involves demonstrable efforts to improve, renew and enhance teaching capability.

Professional Contribution Expectation: As detailed in individual FAPs, four (4) refereed publications and related professional activities, representing five points, or their equivalency, are required. (See Appendix A for professional activities points and equivalencies.) Equivalencies may be used to substitute for up to two refereed publications, provided that the candidate is the lead author on one of the refereed publications. The DPC and Chair will determine if materials submitted constitute satisfactory professional contributions.

Active Service Expectation: Active service is an important leadership responsibility of senior faculty. Candidates are expected to annually participate in Department, college and university governance affairs as well as in service activities external to the university. In addition, candidates for Full Professor are expected to assume leadership positions in their service contributions.

6f. Expectations for Full Professors:

Teaching Expectation: Teaching effectiveness will be evaluated in terms of criteria set forth in the CBPA P&P. Faculty at the Full Professor level will continue to provide evidence of excellence in teaching as evidenced by summaries of student evaluations for each class taught, curriculum development, and student mentoring and advising. Application for merit raises will be evaluated in terms of criteria set forth in the CBPA P&P.

Professional Contribution Expectation: Full Professors are expected to will continue to engage in scholarly and professional activities throughout their careers. Application for merit raises will be evaluated in terms of criteria set forth in the CBPA P&P.

Active Service Expectation: Full Professors are expected to be more active in service activities and to take more leadership roles than faculty at lower levels. Active leadership in Departmental activities as well as college and university governance is expected. Activity in professional organizations and community service is also encouraged. Application for merit raises will be evaluated in terms of criteria set forth in the CBPA P&P.

7. Department Operations and Miscellaneous

7a. Faculty Development Fund Distribution: Subject to policies established by the Dean, faculty development funds will be distributed to eligible faculty on a *pro rata* basis for faculty professional development purposes such as attendance at professional conferences or acquiring data or software. Unused funds will be made available for faculty support as determined by the Chair. Distribution of unencumbered Department funds will be determined by the Chair. Preferences will be to support activities that contribute materially to the professional reputation of faculty, Department and EWU. Uses these funds will be governed by policies developed by the faculty.

7b. Department Budget: The annual Department budget allows little discretion since it largely funds personnel and essential supplies. The Chair monitors the budget and requests modifications from the Dean as necessary to support departmental functions and needs. The budget and its use can be discussed during any Department meeting. Faculty members can review the monthly budget statements upon request to the Chair.

7c. Curriculum Development: Curriculum development involves the creation of new classes and programs of study in response to student demand for new courses, introduction of new faculty members and specialties, evolution of the discipline, development of college and university initiatives and requirements for course and curriculum integration.

Ideas for curriculum development can be initiated by any faculty member with development of the proposed new curriculum carried out through specially formed committees that review the need, purpose, and relevance of the changes or additions. After Department approval, the Chair and appropriate faculty members will undertake the process of gaining course and program approval through the various university course and program approval processes.

7d. Assessment Plans: The Department will undertake assessment plans as required by the College and University. The Department assessment plan will evaluate the economics program and include comprehensive measures of student outcomes and competency. It will be developed and approved by the faculty and submitted to the Dean for comment and approval. Faculty members are jointly responsible to accomplish this plan.

In addition to the program assessment required by the CAC, the Department teaches a variety of lower and upper division general education courses meeting general university requirements which are required to be assessed periodically. The Chair or a designee is responsible for

devising, implementing and coordinating appropriate assessment schemes for the lower division courses while the instructors of the upper division courses develop appropriate assessment procedures for their courses, with oversight by the Chair or a designee.

7e. Department Committees:

Department Personnel Committee (DPC): The DPC is responsible for evaluating and recommending faculty in matters of retention, tenure, promotion and merit as well as other personnel actions. Following criteria found in the CBA and the CBPA and ECON P&Ps, it will support its decisions by citing evidence supporting its findings. Recommendations of the DPC will be conveyed to the Chair and the Dean. Copies of all DPC recommendations will be given in a timely fashion to the faculty member being evaluated.

The DPC is composed of three tenured faculty who hold rank above that of the people being evaluated. DPC members cannot evaluate themselves; conflicts of interest must be avoided. Members are selected during a Department meeting. Nominations are made from the floor with voting by eligible faculty. DPC members serve three year terms but may continue for an additional term if additional qualified members do not exist. Members of the DPC select one of their number to serve as Chair who conducts meetings and is responsible for required reports and letters. Qualified faculty can be temporarily appointed to serve for the recused DPC members. Appropriate faculty from other departments can serve as DPC members when qualified Departmental members are not available.

Other Department Committees: From time to time the Chair or faculty jointly may establish *ad hoc* committees to review, analyze or make recommendations on various issues as they arise. Any faculty may request formation of an ad hoc committee; requests will be considered in a Departmental meeting.

7f. Revisions of the Department of Economics Policies and Procedures: These policies and procedures can be revised at any time by a majority vote of eligible faculty, subject to approval by the Dean and Provost. Possible revisions can become a Department meeting agenda item at the request of any faculty member or by the Chair. Such revisions will be effective immediately following approval by vote, or upon approval of the Dean if further administrative approvals are required. Once a revision has been made, the revised ECON P&P will be distributed to each faculty member.

Appendix A – Professional Activity Points and Equivalencies

Paper quality points (PQP): level 1 = 0; level 2 = .50, level 3 = 1.0; level 4 = 2.0; levels based on an external ranking such as the Keele University, List of 442 Economics Journals.

http://www.keele.ac.uk/depts/ec/cer/resources_journals.htm or Association of Business Schools, Academic Journal Quality Guide, <http://www.the-abs.org.uk/?file=719>. Level assignments will be determined by the DPC.

Joint work: Papers: Full points to each participant; Equivalencies: Points divided as determined by participants.

Points	Professional Contributions
	Mandatory
1.0	Peer-reviewed journal article
1.0	Peer-reviewed journal article
	Equivalencies (multiple credit allowed)
1.0	Peer-reviewed journal article
1.0	Peer-reviewed journal article
1.0	Peer-reviewed journal article
0 to 2.0	Paper quality points*
2.0	Book contributing to professional knowledge
1.0	Peer-reviewed book chapter
.50	Conference-national or international presentation
.25	Conference-regional presentation
.25	Conference-session organizer, chair, discussant
.25	Conference proceedings paper
.25	Referee report (peer reviewed journal)
.25	Book review (peer reviewed journal)
.50	External grant application
2.00	Instructional textbook
.50	Instructional auxiliaries (test bank, study guide)
.25 to .75	Research monographs and reports
.50	External professional contributions-elected, appointed national association, Federal or State council position
.25	External professional contributions-regional, local association or council
0 to 1.0	Other contributions as determined by DPC