

BYLAWS OF

THE DEPARTMENT OF ECONOMICS

APPALACHIAN STATE UNIVERSITY

- I. **Structure.** The Department of Economics (ECO) is one of six academic departments housed in the Walker College of Business at Appalachian State University.

The Department offers undergraduate economics degrees (BSBA and BA) and two minors (Economics and Behavioral Economics). We support graduate programs (MBA, MS Applied Data Analytics, MA Environmental Politics and Policy Analysis), collaborate across colleges to offer a Minor in Philosophy, Politics and Religion (PPE) and offer five General Education courses.

- II. **Policy Authority.** The operations of the Department are governed by federal and state law, as well as policies of the UNC System, Appalachian State University, and the Walker College of Business. Department policies shall not contravene policies in any of these superseding documents.
- III. **Mission.** The Department of Economics is a research-intensive department committed to student learning. We offer a wide range of courses that provide critical-thinking and problem-solving skills, and we complement this coursework by engaging students with faculty-led research opportunities.
- IV. **Membership.** The Department consists of highly trained and dedicated faculty as well as a professional staff that supports its mission.
 - A. **Faculty.** The faculty of the Department includes all persons holding appointments at the rank of professor, associate professor, assistant professor, instructor, or lecturer; irrespective of modifying adjectives such as adjunct, clinical, distinguished, emeritus/emerita/emeriti, research, senior, or visiting.
 - **Voting privileges.** All members of the faculty, excluding emeriti faculty, adjunct faculty, and part-time faculty teaching less than 18 hours per academic year, may participate and vote in departmental meetings, serve on departmental committees, and represent the Department on college or university committees, unless explicitly prohibited by superseding documents.
 - B. **Staff.** The Department is supported by an Administrative Assistant. Staff members have the right to participate in department meetings unless explicitly prohibited by superseding documents. Department staff do not have voting privileges on departmental business matters.

V. **Administration.** The administrative organization of the Department consists of one Chairperson and a Director for each of two programs.

A. **Chairperson.** The Chair is a member of the Academic Affairs leadership team supporting the broad mission of the university serving in an administration at-will appointment [Faculty Handbook, Section 8.5]. The Chair reports to the WCOB Dean and is hired by the Provost and Executive Vice Chancellor. The Chair is responsible for leading and managing the Department and working closely with faculty on matters of teaching, scholarship and service, supporting student success, and offering direction and management over departmental resources.

B. **CERPA Director.** The Center for Economic Research and Policy Analysis ([CERPA](#)) is one of three research centers in the [Research Institute for Environment, Energy and Economics](#) at Appalachian State University.

The mission of CERPA is to improve policy and decision-making by producing rigorous research and disseminating relevant information on current economic and policy issues. To that end, CERPA maintains research programs in the specific areas of economic development, environment and energy, and experimental economics.

The CERPA Director is a tenure-track faculty member from the Department of Economics appointed, at-will, by the Department Chair, WCOB Dean and RIEEE Director. The position description, responsibilities and review process can be found in the [CERPA Director](#) description.

C. **AppEEL Lab Director.** The Appalachian Experimental Economics Laboratory ([AppEEL](#)) is a research cluster and laboratory managed by the Department of Economics.

The AppEEL Lab Director is a tenure-track faculty member from the Department of Economics appointed, at-will, by the CERPA Director (and approved by the Department Chair and WCOB Dean). The position description, responsibilities and review process can be found in the [Lab Director Position](#) description.

VI. **[Department Committees.](#)** In most cases, committee membership is determined during the Fall Department Meeting.

A. **Appointment, Promotion and Tenure (APT) Committee.** The APT Committee shall consist of all tenured faculty in a Department. The functions and requirements of the APT Committee are listed in Chapter 7 of the Faculty Handbook and the procedures can be found in the *Academic Affairs Standard*

Operating Procedures ([OP 7](#)). The Chair of the APT Committee is determined by nomination and a vote by the APT Committee members.

- B. Post Tenure Review (PTR) Committee.** The purpose of the PTR Committee [Faculty Handbook, 3.11 and *Academic Affairs Standard Operating Procedures* [OP 4](#)] is to provide a comprehensive, periodic evaluation of faculty performance conducted at a maximum of every five (5) years after a faculty member has received tenure.

The PTR committee is made up of three tenured faculty members who will serve staggered, non-renewable, three (3) year terms. Members of the PTR Committee are selected via a vote of the tenured faculty of the Department. The Chair of the PTR Committee (one year term) is elected by the members of the Committee.

- C. Curriculum Committee.** The purpose of the Department Curriculum Committee is to consider additions, deletions, and changes to courses, programs, policies, or structures within or affecting the department. The Curriculum Committee comprises three faculty members, who will serve staggered, three (3) year terms. Every effort will be made to have one Department Curriculum member also serve on the WCOB Undergraduate Curriculum Committee. Members of the Curriculum Committee are selected via a vote of all faculty in the department.

- D. Brashear Committee.** The charge of the Brashear Committee is to manage all aspects of the Brashear Research Prize competition in the Department. The Brashear Committee comprises three faculty members, who (if possible) will serve staggered, three (3) year terms ([Brashear Committee Responsibilities](#)). All faculty members are eligible to serve on the Committee. Members of the Brashear Committee are selected via a vote of all faculty in the department.

- E. Research & Innovation (R&I) Fund Committee.** The R&I fund is a financial resource provided by the Walker College of Business to the Department of Economics through private funds (non-state funds). The fund was established to help incentivize and support high-quality research activity in the department (supports [WCOB Strategic Priority 1.3.3](#)). The committee comprises three tenured or tenure-track faculty members who (if possible) will serve staggered, three (3) year terms. Members of the R&I Fund Committee are selected via vote of all tenured and tenure-track faculty in the department. The [R&I Fund Guidelines](#).

- F. Faculty Senate.** The Department shall appoint 1 faculty member to represent the department on the Faculty Senate. Special Faculty who have served the University for at least three consecutive years in a full-time position and tenured and tenure-track faculty are eligible to serve on Faculty Senate. The term of a Faculty Senator shall be three (3) years, and there are no term limits on Faculty

Senate membership. During an academic year in which the Senate seat is expiring or remains unfilled, the Department shall appoint a representative no later than March 15.

VII. Meetings

- A. Regular meetings.** Department meetings shall be held at the start of each academic semester.
- **Notice and agenda.** Written notice of all regular meetings shall be sent to each member of the Department by the Chair at least five working days prior to the meeting. All notices shall include a meeting agenda.
 - **Minutes.** All department meetings minutes shall be recorded by an attending member. The Chair is responsible for reviewing the accuracy of the minutes before posting them in electronic form on the Department's AsULearn site.
 - **Quorum.** A quorum for a meeting of the members shall consist of at least 50% + 1 of the voting-eligible membership.
 - **Voting.** Unless otherwise stipulated, issues to be voted on shall be decided by a simple majority. Voting shall only take place if a quorum is present.
- B. Special Meetings.** Special department meetings, including summer meetings, may be called at a designated time by the Department Chair. The requirements for notice and agenda, minutes, quorum, and voting for special meetings shall follow the same practices established for regular meetings.

VIII. Policies and Procedures - "Foundational Documents"

- A. Search Committees.** See [Faculty Search Process](#).

These processes were developed following the *Academic Affairs Standard Operating Procedures* ([OP 7](#) and [OP 8](#)).

- B. Appointment, Reappointment, Promotion and Tenure.** See Section I of the [Supplemental Faculty Personnel Guidelines](#).

These guidelines supplement those found in the Faculty Handbook (Chapter 3), *Academic Affairs Standard Operating Procedures* ([OP 3](#)), and Walker College of Business [Faculty Personnel Guidelines](#).

- C. Peer Teaching Evaluation.** See [Guidelines for Peer Teaching Evaluation](#)

Here is the [form as a Word Doc](#) for easy editing

- D. Faculty Workload.** See Section IV of the [Supplemental Faculty Personnel Guidelines](#).
- E. PTR Guidelines.** See Section III of the [Supplemental Faculty Personnel Guidelines](#).
- F. Merit Pay and Journal Rankings.** See [Merit Pay Guidelines](#)
- G. Office Hours.** All faculty members will be available to students outside of class for a minimum of 1.5 hours per week for every 3 credit hour course taught. Faculty have flexibility regarding how those contact hours are met, and they are free to use a blend of in-person and online approaches in order to meet student needs. Unless the course is predominantly online, at least 1/2 of contact hours should be in-person. All faculty are required to include their office hours schedule in their syllabi.
- H. Reassigned Time Leave.** Formerly *Off-Campus Scholarly Assignment (OCSA)*, *Reassigned Time Leave* is governed under Section 5.3 of the *Faculty Handbook*. Requests for Reassigned Time Leave must be made in writing to the Department Chair at least one year prior to the proposed start date. All tenure-track and tenured faculty in the Department will vote on the proposal.
- In the semester following return from Reassigned Time Leave, the faculty member will present a research paper in the Department Seminar Series and provide a summary of activity to the Department Chair.
- I. Research & Innovation Fund.** See [R&I Fund Guidelines](#).

- IX. Department Information and Documents.** Public facing information is posted on the official website: <https://economics.appstate.edu/>. Internal documents and forms are posted on the Department's AsULearn site.