

Department of Economics Bylaws

Approved: March 19, 2003

Amended: October 31, 2003

Amended: September 25, 2007

Amended: February 2, 2022

SECTION I. INTRODUCTION

A. PREAMBLE

These bylaws provide for faculty participation in the operations of the Department of Economics, in accordance with the Collective Bargaining Agreement (CBA) between the American Association of University Professors-Wright State University Chapter (AAUP-WSU) and Wright State University.

B. MAJOR PRINCIPLES

1. The Faculty of the Department of Economics seek to promote and sustain effective teaching (undergraduate and graduate) and scholarship in the field of economics, and to participate fully in the governance of the College and University as allowed by the Collective Bargaining Agreement and the Wright State Board of Trustees. The bylaws address standards for Promotion and Tenure, contain criteria for the annual evaluation of Bargaining Unit Faculty Members (BUFMs), and contain procedures for making recommendations.
2. BUFM rights and responsibilities are set forth within the Collective Bargaining Agreement.
3. Faculty who are elected to represent the department on College or University committees are expected to represent the expressed will of the departmental faculty (when clearly known).

SECTION II. DEPARTMENTAL RECOMMENDATIONS

A. GENERAL PRINCIPLES.

1. The Department of Economics is made up of a department Chair, BUFMS, and Staff. This includes BUFMs who may be on professional development leave, sick leave, or other temporary leave. All members of the Department fulfill critical roles

necessary to carrying out the mission of the Department, College, and University. As such the Department of Economics faculty are in agreement that all members of the Department, regardless of classification, are to be treated with respect, dignity, and professionalism.

All BUFMs (hereafter, department faculty) in the Department of Economics are allowed to participate in making recommendations about the operation of the Department except as limited by the CBA.

2. Regular Faculty Meetings: The department faculty will meet at least once during each semester (Fall, Spring). The department Chair will call these meetings, and will make every reasonable effort to schedule them at times that do not conflict with teaching schedules or other regularly scheduled meetings on campus. Special faculty meetings may also be called by a majority of the department faculty. Those calling the meeting will make every reasonable effort to schedule them at times that do not conflict with teaching schedules or other regularly scheduled meetings on campus.
3. Facilitation of Meetings: The department Chair will facilitate regular Faculty meetings and any special Faculty meeting called by the department Chair. Special meetings called by the departmental faculty will be facilitated by one of the members calling the meeting.
4. Quorum: A simple majority of BUFMs constitutes a quorum for faculty meetings.
5. Meeting Agendas: The department Chair or those who call the meeting will make every reasonable effort to distribute a complete agenda for all faculty meetings at least one week in advance. Department faculty are to submit items to the department Chair in advance of the one week cutoff. Exceptions will be allowed in cases where issues come up during the week prior to the faculty meeting requiring input or a faculty recommendation in order to adequately respond to a College or University committee or the Administration.

Whenever reasonably possible, new agenda items shall be accompanied by copies of any supporting documents or any other written information that will be presented at the meeting, so department faculty have an opportunity to review the materials prior to the meeting.

6. Meeting Minutes: Minutes of all faculty meetings will be taken by the department Chair if present, or by a designated person otherwise. These minutes will be filed and distributed to all department faculty. Any changes in these minutes are to be brought to the next department meeting, where the department faculty will approve the minutes as written or corrected.
7. Voting: Proxy voting and absentee voting are not allowed. All matters brought before department faculty for consideration and voted upon shall be approved by a majority of those present and voting.
8. Meeting Procedures: In all parliamentary matters not covered in these bylaws, Roberts Rules of Order shall apply.

9. Virtual meetings can be called for by chairs (of any committees and the department) with the same notice period. Virtual meetings shall consist of simultaneous voice and video communication between all parties, with the means for voting electronically and by secret ballot. Such meetings shall be conducted in accord with Robert's Rules for Electronic Meetings.

B. FACULTY GOVERNANCE

1. **Committees:** Within the department there shall be four standing committees:

Graduate Studies Committee (GSC)

Undergraduate Studies Committee (USC)

Promotion and Tenure Committee (P&T Committee)

NTE Promotion Committee

2. **Membership:**

- The P&T Committee consists of all tenured BUFMs in the department and the department Chair who is a nonvoting member of the Committee. A subcommittee of the P&T committee for review or consideration of promotion of associate professor to full professor will consist of only full professors. The department chair is a nonvoting member of this subcommittee.
- The NTE Promotion committee will mentor and review NTE BUFMs, and will include Senior Lecturers with continuing contracts in addition to all TET BUFM faculty members, and will be chaired by the P&T Committee chair. The department chair is a nonvoting member of the NTE Promotion committee.

Additionally, each member of the department faculty is required to serve *on either* the USC or the GSC. To serve on the GSC, department faculty must be members of the Graduate Faculty. The director of the M.S. program is an ex-officio, non-voting member of the GSC. The department Chair is an ex-officio non-voting member of both the GSC and the USC.

3. **Election of Department Committee Members:** Committee members shall be elected by all the department faculty subject to the membership requirements listed above. At the beginning of each Fall semester, the department Chair will propose committee memberships for the GSC and USC and the departmental faculty shall propose changes if desired before the vote to confirm the proposed memberships.
4. **The Graduate Studies Committee (GSC):** The GSC shall be chaired by the Department's representative to the College Graduate Programs Committee unless otherwise decided by the members of the GSC. The GSC has the responsibility of making recommendations in matters regarding graduate programs. Included in

GSC duties are recommendations on student petitions, scholarships and assistantships; recommendations regarding graduate student awards and curriculum changes such as proposed addition/deletion of classes from the program and/or substantive changes in course structures. The GSC should meet at least once a semester during the academic year. At the first meeting during the academic year of the GSC, the committee Chair of the previous year shall report on unfinished business.

5. **The Undergraduate Studies Committee (USC):** The USC shall be chaired by the Department's representative to the College Undergraduate Programs Committee unless otherwise decided by the members of the USC. The USC has the responsibility of making recommendations in matters regarding undergraduate programs including general-education issues. Included in USC duties are recommendations on student petitions, undergraduate awards and scholarships, and curriculum changes such as proposed addition/deletion of classes from the major and/or substantive changes in course structures. The USC should meet at least once a semester during the academic year. At the first meeting during the academic year of the USC, the committee Chair of the previous year shall report on unfinished business.
6. **Promotion and Tenure Committee (P&T Committee):** The P&T Committee shall be chaired by the Department's representative to the College P&T Committee unless otherwise decided by the members of the P&T Committee. The P&T Committee has the responsibility of making recommendations about promotion, retention, and tenure in accordance with the CBA and these Department bylaws. The P&T Committee is also responsible for conducting faculty reviews as required by the Collective Bargaining Agreement.

Specifically, the P&T Committee must:

- ensure that peer evaluations of teaching are conducted yearly for untenured TET BUFMs, and for any tenured faculty who request a peer evaluation;
- provide all untenured TET faculty with a letter regarding progress toward tenure in accordance with procedures contained in the TET CBA;
- provide Associate Professors with a letter regarding progress toward promotion in accordance with procedures contained in the CBA when requested to do so; review and make recommendations on professional development leave proposals when requested to do so;
- make recommendations to Assistant and Associate Professors on areas that may require improvement;
- make recommendations on all matters concerning graduate faculty status for TET BUFMs;
- make recommendations regarding promotion and tenure for TET BUFMs;
- make recommendations regarding dismissal of probationary TET faculty;

[For a detailed description of the policies and procedures for the P&T Committee, see Section IV]

7. *Ad hoc* committees may be formed at any time by the Department Chair or by a majority vote of the department faculty. In either case, the BUFMs within the department, by majority vote, will elect members of the committee and the committee chair.

C. FACULTY APPOINTMENT AND DISMISSAL

1. **Faculty Appointment:** When there is an opening for a full-time faculty position, a search committee will be formed by the Dean. Faculty candidates for TET positions above the rank of assistant professor should have teaching and scholarship credentials comparable to those required for promotion to that rank in the Department of Economics. Faculty candidates for NTE positions for the rank of lecturer and above should have teaching credentials comparable to those required for promotion to that rank in the Department of Economics. The search committee will consist of the department chair and at least three BUFMs, elected by a majority vote of the BUFMs in the department. The chair of the search committee will be elected by the majority of the BUFMs in the department. The responsibilities of the Search Committee will be to: a) recommend to the department a job description for the position, b) recommend to the department criteria used to evaluate the applicants, c) screen applications, d) recommend to the department candidates to be interviewed, e) assist the department Chair in scheduling interviews (dates, times of presentation, individual faculty interviews, meals, etc.), f) determine a list of interview questions to be asked of all candidates, and g) compile feedback from Department members. All departmental faculty will be provided the opportunity to a) interview, individually and/or in small groups, those candidates who are brought to campus, b) participate in presentations made by the candidates, and c) provide written feedback for each candidate to the Search Committee. Candidates voted to be acceptable will be ranked by the departmental faculty. The department faculty's rankings will be sent to both the department Chair and the Dean. The Search Committee will also work with the department Chair and the Office of Affirmative Action to ensure compliance with all university and affirmative action policies and procedures.
2. **Faculty Dismissal:** The P&T Committee shall consider any proposed dismissal (before the end of the probationary period) of probationary TET faculty. After a full discussion of the case at a meeting(s), the committee will vote for or against dismissal and provide a summary of the reasons for and against dismissal as expressed in the discussion (allowing for minority and majority opinions) to the department Chair and the Dean of the College.

D. THE SELECTION OF THE CHAIR

1. When, for any reason, there is to be a vacancy in the position of department Chair (including the need for an interim or acting chair) a search committee will be appointed by the Dean. A majority of the search committee will be BUFMs from the Department of Economics, elected by the BUFMs in the department. The responsibilities of the Search Committee will be to: a) recommend to the

department a job description for the position, b) recommend to the department criteria used to rank the applicants, c) screen applications, d) recommend to the department candidates to be interviewed, e) schedule interviews (dates, times of presentation, individual faculty interviews, meals, etc.), f) determine a list of interview questions to be asked of all candidates, and g) compile feedback from department faculty and other relevant College members. All department Faculty will be provided the opportunity to a) interview candidates (individually and/or in small groups), b) participate in presentations made by the candidates, and c) provide written feedback to the Search Committee for each candidate. The Search Committee will review the department Faculty's feedback and make its recommendation to the department faculty and the Dean. This recommendation will include the department faculty's ranking of acceptable candidates and the rationale for this ranking. The Search Committee will also work with the Dean and the Office of Affirmative Action to ensure compliance with all University and Affirmative Action policies and procedures. In case of the need for an interim or acting chair, the Search Committee may streamline the search process with the approval of the majority of department BUFMs but will always include the department BUFMs' ranking of acceptable candidates and the rationale for this ranking.

SECTION III. CRITERIA AND PROCEDURES FOR ANNUAL EVALUATION OF DEPARTMENTAL FACULTY

A. PROCEDURES FOR ANNUAL EVALUATION OF FACULTY

1. Each year, bargaining unit faculty in the Department of Economics will submit to the Chair an annual Activity Report containing the items called for in the CBA.
2. **Annual Evaluation Reports:** Annually, the Chair provides a written evaluation to each BUFM that appraises the individual's performance and provides an overall rating based on evidence of effectiveness in teaching, scholarship (TET faculty only), and service. The department Chair is responsible for evaluating a bargaining unit faculty member's teaching performance using the teaching and service criteria established in the CBA and the scholarship criteria established herein. The Chair must explain as part of the faculty member's annual evaluation why a particular rating was awarded.

Scholarship Criteria: The department faculty value research and scholarship, and fully understand that substantive scholarship often comes to fruition only after a researcher spends a considerable amount of time in its preparation.. Moreover, the evaluation of scholarship should reflect both the quantity of the output and the quality of the contribution to the discipline of economics.

The TET department faculty agree that peer-reviewed journal articles are the traditional method for demonstrating scholarship. In evaluating the equivalence of other activities to peer reviewed journal articles, department Chair should take into account the time, effort, and quality of other scholarly activities. In addition to peer-

reviewed journal articles, other activities can be used to demonstrate scholarly performance. Some examples of these activities include:

- peer-reviewed papers as proceedings in a scholarly journal;
- a scholarly book or textbook with a recognized university or academic press;
- a chapter in a scholarly book with a recognized university or academic press;
- an invited article in a scholarly journal;
- comments in a scholarly journal;
- a book review in a scholarly journal;
- subsequent editions of a previously published book or textbook;

The department Chair is responsible for evaluating a TET bargaining unit faculty member's scholarship performance using the criteria established herein. In evaluating scholarship, the department Chair must explain as part of the faculty member's annual evaluation why a particular rating was awarded. Any rating must follow the criteria set below.

A score of **0 (Unsatisfactory)** in scholarship will be given to any faculty member who cannot satisfy the requirements for Adequate evaluation. Symptoms of "unsatisfactory" scholarly performance include, but are not limited to, little or no scholarly activity, demonstrations of incompetence in matters of professional expertise, periods of four or more years without a professional publication of any kind, or refusal to respond to mentoring or to develop a research strategy (if requested).

To receive a score of **1 (Adequate)** in scholarship, a bargaining-unit faculty member must keep current as a scholar in economics and demonstrate that currency by providing evidence of the following for the current evaluation period:

- submitting an article/chapter for publication in a peer-reviewed outlet;
- presenting ongoing research at a professional conference;
- producing a working draft of ongoing research;
- or the equivalent.

To receive a score of **2 (Meritorious)** in scholarship, a bargaining-unit faculty member must keep current as a scholar in economics and demonstrate that currency by providing evidence of *at least one* of the following:

- one peer-reviewed economics publication in the evaluation year, or two such publications over three years;
- or the equivalent.

To receive a score of **3 (Outstanding)** in scholarship, a faculty member must keep current as a scholar in economics and demonstrate that currency by providing evidence of *at least one* of the following:

- two EconLit listed peer-reviewed economics publications in the evaluation year, or three such publications over three years;
- or the equivalent.

To receive a score of **4 (Extraordinary)** in scholarship, a faculty member must keep current as a scholar in economics and demonstrate that currency by providing evidence of *at least one* of the following:

- three EconLit listed peer-reviewed economics publications in the evaluation year; or five such publications over three years;
- or the equivalent.

Evidence for the Evaluation of Scholarship: In support of all claims of merit in scholarship, the faculty member must submit:

- a letter of acceptance with a copy of the manuscript; or
- a printed copy of the publication, which may be galley proofs.

In addition, all faculty may (if they wish) submit a statement describing their research program and publication plans, as a way of placing in context the recent performance.

Activity Reporting Times: Unless noted otherwise, scholarship should be counted in the year of acceptance date or publication/copyright date. The faculty member must clearly state which date is to be considered. Conference papers presented should be counted in the year the meeting is held.

SECTION IV. CRITERIA AND PROCEDURES OR PROMOTION AND/OR TENURE OF TET DEPARTMENTAL FACULTY

A. GENERAL PROCEDURES AND CRITERIA FOR PROMOTION AND/OR TENURE

1. The primary responsibility for securing a recommendation for promotion and/or tenure rests with the individual seeking promotion and/or tenure. This responsibility involves all of the following by the deadlines set forth in the CBA:
 - Notifying the department Chair in writing with a copy to the Chair of the Department Promotion and Tenure Committee
 - Submitting the names of six recommended external reviewers who will be able to evaluate the candidate's scholarship in a clearly unbiased manner
 - Submitting materials to be sent to the external reviewers

- Compiling necessary documentation to support her/his case (that is, the Promotion Document specified in the CBA) and submitting it to the Chair of the Department Promotion and Tenure Committee
2. The Promotion and Tenure Committee is responsible for evaluating candidates for promotion and/or tenure using the criteria established herein. Annual evaluations by the department Chair provide data for the Promotion and Tenure Committee. Favorable annual evaluations by the department Chair are insufficient for recommending a candidate's promotion and/or tenure. In any evaluation the Committee must explain the conclusions reached, referring to specific evidence in the file.
 3. To receive a recommendation for promotion from Assistant Professor to Associate Professor with Tenure, the candidate must be effective in teaching, research and service.

To receive a recommendation for promotion from Associate professor to Professor, the candidate must be effective in the areas of teaching, research and service.

B. CRITERIA AND PROCEDURES FOR PERIODIC EVALUATION OF ASSISTANT AND ASSOCIATE PROFESSORS

The Promotion and Tenure Committee and the Department Chair are responsible for providing feedback to untenured TET BUFMs on an annual basis (and to tenured BUFMs who request it), by the deadline set forth in the Collective Bargaining Agreement, about their cumulative progress in teaching, scholarship, and service using the criteria defined in Section IV of these bylaws.

1. Teaching

- a. *Evaluation criteria.* For teaching, the P&T Committee shall evaluate the submitted evidence along with other departmental records for the following:
 - Consistency of syllabi with topics to be covered in individual courses;
 - Whether exams reflect the topics listed in the syllabi;
 - Consistency between student papers/projects and the topics covered in the course;
 - Consistent indications in student teaching evaluations of positive teaching practices;
 - Consistent indications in student teaching evaluations of weakness in teaching practices;
 - Identification of any innovative techniques used in the classroom;
 - Identification of any teaching-related accomplishments.

b. *Evaluation procedures and evidence*

The P&T Committee will evaluate the untenured TET faculty member's teaching as part of their reports on cumulative progress towards tenure as specified in the CBA. Untenured TET BUFMs must provide evidence of effective teaching in the past year to the P&T Committee by the third Monday of January each year, including:

- Syllabi for each course taught;
 - Sample exams from each course taught;
 - Examples of student papers/projects in writing – intensive or writing-across-the curriculum courses;
 - Any other materials the individual chooses to include to demonstrate teaching effectiveness, accomplishments, and efforts to improve (e.g., teaching philosophy, number of new preps, classroom visitation feedback, teaching workshops or seminars, etc.);
- c. In the event an individual appears to be having difficulty in the classroom, three tenured members of the Bargaining Unit Faculty (one chosen by the reviewed faculty member, one chosen by the P&T Committee, and one chosen by the department Chair) will observe that individual in one or more classroom situations. Indications of serious problems which necessitate such classroom observations may be reflected in the student teaching evaluations or numerous credible student complaints made to the Chair (or of which the Chair is aware) regarding teaching performance.
- d. The P&T Committee will provide written feedback on teaching to both the individual who is evaluated and the department Chair by the deadline set forth in the CBA. The feedback should identify specific accomplishments and positive progress in teaching. It should also identify specific areas in which improvement is needed, if any. In cases where improvement is recommended, specific recommendations need to be made as to how the individual may make those improvements. In any peer evaluation of teaching the Committee must explain the conclusions reached, referring to specific evidence listed above and in annual activity reports, along with any additional information (e.g., class visitation) used in the peer evaluation.
2. *Scholarship*. The P&T Committee will evaluate both the quantity and quality of the candidate's scholarship as part of its report on cumulative progress towards P&T. The Evaluations will be based on the candidate's annual activity reports along with additional information provided by the candidate by the third Monday of January. In any evaluation, the Committee must explain the conclusions reached, referring to specific evidence.
3. *Service*. The P&T Committee will evaluate both the quality and quantity of the candidate's service as part of their reports on cumulative progress towards P&T as

specified in the CBA. Evaluations will be based on the candidate's annual activity reports along with additional information provided by the candidate by the third Monday of January. In any evaluation, the Committee must explain the conclusions reached, referring to specific evidence.

C. CRITERIA FOR RECOMMENDATION FOR PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

1. **Teaching:** The candidate must demonstrate evidence of teaching effectiveness.

The candidate's teaching effectiveness will be evaluated based on at least the following documentation:

- annual progress reports from the Department's P&T Committee,
- annual progress report from the Department Chair,
- annual evaluation from the Department Chair,
- student and peer evaluation of teaching, and
- the candidate's teaching portfolio which includes:
 - syllabi for each course taught;
 - sample exams from each course taught;
 - any other materials the individual chooses to include to demonstrate teaching effectiveness, accomplishments, and efforts to improve including examples of student papers or projects.

To be judged **effective in teaching** a candidate must have a teaching performance that meets the minimum standard necessary for promotion and tenure. Therefore, *effective* candidates must provide sufficient evidence of the following:

- effective communication of the material described in the syllabus under course description;
- exams reflect topics listed in the syllabi;
- enthusiasm for the subject matter;
- offering challenging courses;
- integrating current thinking on the topics covered in the course;
- supervising independent studies or internships effectively (if applicable);
- availability to students outside class time for discussion; and
- consistency between student papers/projects and topics covered in the course.

The following activities provide a guideline for the candidate for demonstrating effective teaching. However, they are not intended to be all-inclusive and therefore, should not be used as a checklist.

- Course syllabi which include information consistent with department expectations;
 - Course materials which are consistent with the course descriptions and goals of the course;
 - Exams and assignments appropriate to the level of the course;
 - Evidence of effective participation in teaching improvement efforts;
 - Evidence of consistently good teaching evaluations from students and peers;
 - Ability to communicate course material effectively;
 - Evidence that independent studies and internships assigned were effectively supervised;
 - Evidence of the development and successful implementation of a new or revised course that substantially contributes to the department's, college's or university's mission(s);
 - Evidence of multiple department or other equivalent teaching awards at Wright State University;
 - Evidence of college or university teaching award at Wright State University;
 - Evidence that students are challenged to think critically and to learn in innovative ways (e.g., challenging exams and assignments).
2. Scholarship: Over the probationary period the candidate should have compiled a record demonstrating a continuous commitment to high quality scholarship. At the end of the probationary period, the candidate must demonstrate, at a minimum:
- evidence of published scholarship;
 - evidence of an ongoing research agenda

The candidate's effectiveness in scholarship is based on the following documentation:

- published scholarship (in print);
- unpublished scholarship together with letters of acceptance indicating the forthcoming date of publication;
- evidence that the journals are refereed;
- unpublished scholarship;
- scholarly presentations at nationally recognized conferences;
- external review letters.

Emphasis will be placed on evidence demonstrating ongoing scholarly activity over the entire period at Wright State University. Scholarship published before a candidate is hired at WSU will be evaluated by the P&T Committee during the first annual review of the candidate. An assistant professor seeking promotion and tenure may count a maximum of two articles or the equivalent that were published

before starting employment as a BUFM at Wright State University. Journal articles (no matter when published) must be published in economics journals or in scholarly journals closely related to the discipline of economics. Chapters in books (no matter when published) must be peer reviewed and must appear in scholarly books. Books (no matter when published) must be scholarly, and authored as opposed to edited.

To be promoted to the rank of Associate Professor with Tenure a candidate must have a demonstrated record of ongoing scholarly activity and have published five EconLit listed or equivalent peer-reviewed/refereed journal articles. A maximum of two chapters in a scholarly book(s) may be substituted for two journal articles or an authored (as opposed to an edited) scholarly book may be substituted for two journal articles. At least two articles or equivalent substitutions (two chapters or a book) must be single authored.

3. Service: Over the probationary period the candidate should have compiled a record demonstrating that he/she has been a contributing participant on committees and in activities necessary for the proper functioning of the Department and College. At the end of the probationary period, the candidate must demonstrate, at a minimum:
 - effective service on at least one committee per year at either the department, college, or university level;
 - regular attendance at department and college meetings;
 - evidence that activity reports and other departmental and college duties have been met in a timely fashion;
 - evidence of effective student advising and career counseling.

The candidate's effectiveness in service is based on the following documentation:

- attendance at department meetings as reflected in the minutes;
- records of student advising and/or career counseling;
- other documentation of service performed during probationary period.

To be judged **effective in service** a candidate must have a service record that meets the minimum standard necessary for promotion and tenure. Therefore, the effective candidate must demonstrate evidence of the following:

- regular attendance and participation at department meetings;
- quantity of effort on department, college, and/or university committees;
- quality of effort on department, college, and/or university committees;
- ability to advise students effectively.

D. CRITERIA FOR PROMOTION TO (FULL) PROFESSOR

1. Teaching: The candidate should have compiled a record demonstrating high quality teaching since attaining the rank of Associate Professor with Tenure.

The candidate's teaching effectiveness will be evaluated based on at least the following documentation:

- periodic progress reports from the Department's P&T Committee,
- annual evaluations from the department Chair
- the candidate's teaching portfolio which includes:
 - syllabi for each course taught over the last five years;
 - sample exams from each course taught over the last five years;
 - the narrative portion of the student evaluations over the last five years; and
 - any other materials the individual chooses to include to demonstrate teaching effectiveness, accomplishments, and efforts to improve including examples of student papers or projects.

To be judged **effective in teaching** a candidate must demonstrate evidence of the following:

- ability to effectively communicate the material described in the syllabus under course description;
- enthusiasm for the subject matter;
- ability to offer challenging courses;
- ability to integrate current thinking on the topics covered in the course;
- ability to supervise independent studies or internships effectively;
- ability to communicate course material effectively;
- availability to students outside class time for discussion.

The following activities provide a guideline for the candidate in demonstrating effective teaching. However, they are not intended to be all-inclusive and therefore, should not be used as a checklist.

- Course syllabi which includes information consistent with department expectations;
- Course materials which are consistent with the course descriptions and goals of the course;
- Exams and assignments appropriate to the level of the course;
- Evidence of effective participation in teaching improvement efforts;
- Evidence of consistently good teaching evaluations from students and peers;
- Evidence that independent studies and internships assigned were effectively supervised
- Evidence of the development and successful implementation of a new or revised course that substantially contributes to the department's, college's or university's mission(s);

- Evidence of multiple department or other equivalent teaching awards at Wright State University;
- Evidence of college and university teaching award at Wright State University;
- Evidence that students are challenged to think critically and to learn in innovative ways (e.g., challenging exams and assignments).

2. **Scholarship:** The candidate should have compiled a record demonstrating high quality scholarship since attaining the rank of associate professor. The candidate must therefore demonstrate, at minimum:
- evidence of published scholarship;
 - evidence of leadership and creativity in her/his scholarship record, and;
 - evidence of an ongoing research agenda since attaining the rank of associate professor.

The candidate's effectiveness in scholarship will be evaluated based on the following documentation:

- published scholarship (in print);
- unpublished scholarship together with letters of acceptance indicating the forthcoming date of publication;
- unpublished scholarship;
- scholarly presentations at nationally recognized conferences;
- external review letters; and

Emphasis will be placed on evidence demonstrating ongoing scholarly activity since the candidate's last promotion. Journal articles must be published in economics journals or in scholarly journals closely related to the discipline of economics. Chapters in books must be peer reviewed and must appear in scholarly books. Books must be scholarly, and authored books as opposed to edited.

To be judged **effective in scholarship** candidate for (Full) Professor must have 12 EconLit listed or equivalent peer-reviewed/refereed journal articles. Up to 4 chapters in scholarly books may be substituted for 4 journal articles and 2 authored (as opposed to edited) scholarly books may be substituted for 4 journal articles. However, a candidate may not provide substitutions for more than 4 articles, i.e., must have a minimum of 8 journal articles. At least 4 of the articles or their equivalents must have been published since the candidate's promotion to associate professor. At least 1 of the publications since promotion to associate professor must be single-authored.

3. **Service:** Since attaining the rank of Associate Professor with Tenure, the candidate should have compiled a record demonstrating that she/he has been a contributing participant on committees and in activities necessary for the proper functioning of

the Department, College, and University. The candidate must therefore demonstrate, at minimum:

- evidence of service on multiple committees each year at the department, college, and/or university levels;
- evidence of leadership in service to the department, college, university, professional community, and external community;
- evidence of regular attendance at department and college meetings;
- evidence that activity reports and other departmental and college duties have been met in a timely fashion;
- evidence of effective student advising and career counseling.

The P&T Committee will evaluate the candidate's effectiveness in service based on the following documentation:

- the minutes of department, college, and/or university meetings;
- records of student advising and/or career counseling;
- other documentation of external and internal service performed during the probationary period.

To be judged **effective in service** a candidate must demonstrate evidence of the following:

- leadership in some area of service to the department;
- regular attendance at department and college meetings;
- quantity of effort on department, college, and/or university committees;
- quality of effort on department, college, and/or university committees;
- significance of the outcome on each committee
- ability to advise students effectively.

In addition the candidate must also provide evidence of one or more of the following:

- leadership in some area of service to the college and/or university;
- leadership in some area of service to the profession of economics;
- leadership in some area of service to the external community.

E. PROCEDURES FOR THE PROMOTION AND TENURE COMMITTEE IN THE RECOMMENDATION TO PROMOTE AND/OR TENURE TET BUFGs

To determine whether a candidate is effective in all three areas the committee will vote on the candidate's effectiveness in each of the three areas. In order to receive a favorable recommendation from the P&T Committee a candidate must be judged to be effective in teaching, research and service. If at least half of the Committee finds that a candidate is not effective in any one of the three areas then the candidate will not receive a favorable recommendation from the P&T Committee. In the letter written on

behalf of the Committee, by the Chair of the Committee in consultation with the voting members of the Committee, the letter must explain the conclusions reached, referring to specific evidence in the promotion and tenure file.

SECTION V: AMENDMENTS

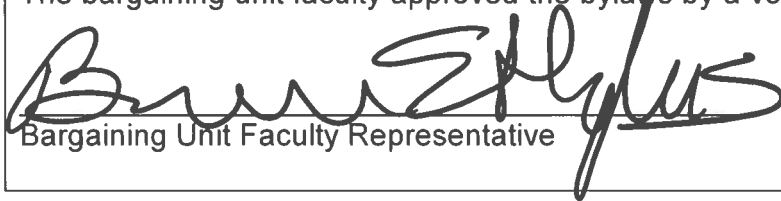
Amendments to these bylaws may be made in accordance with the CBA. Amendments must be introduced in written form at a regular faculty meeting. The proposed bylaws must be circulated seven days prior to the faculty meeting in which they are adopted.

BYLAWS APPROVAL FORM

The bylaws for the College/Department of Economics
dated 2/2/2022 are approved as follows.

Bargaining Unit Faculty Approval

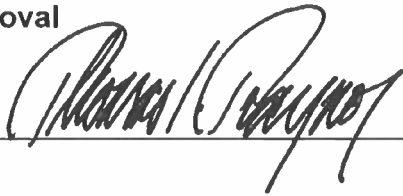
The bargaining unit faculty approved the bylaws by a vote of 6 to 0


Bargaining Unit Faculty Representative

Feb. 2, 2022
Date Approved

Dean Approval

Dean(s)



03/10/2022
Date Signed

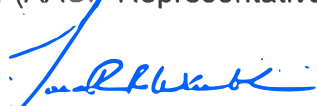
Faculty Governance Committee Approval

Co-Chair (AAUP Representative)



4/25/2022
Date Signed

Co-Chair (University Representative)



April 25, 2022
Date Signed