ECONOMICS DEPARTMENT

BYLAWS

ECONOMICS DEPARTMENT
UNIVERSITY OF WISCONSIN - LA CROSSE
LA CROSSE, WI 54601

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I. INTRODUCTION

The bylaws in this document were written by the members of the University of Wisconsin -La Crosse Economics Department in accordance with the University of Wisconsin System and University of Wisconsin - La Crosse Faculty and Academic Staff Personnel Rules.

The Economics Department:

A. Determines procedure according to <u>Robert's Rules of Order, Newly Revised.</u>

B. Defines QUORUM as a majority of the entire membership eligible to participate.

C. Permits PROXY VOTES only when specifically provided in bylaws.

{Procedure bylaws approved, Department Meeting, 12/14/90}

II. ECONOMICS ACADEMIC STAFF

A. Introduction

The following bylaws have been adopted to establish the rights and privileges of academic staff in the Economics Department.

B. Full Time Academic Staff

Full time academic staff have a 100% position contract for at least two consecutive semesters. Full time academic staff in the Economics Department have the same rights and privileges of faculty as they relate to department governance, with noted exceptions. Full time academic staff are entitled to vote on matters requiring departmental approval and to serve as voting members on department committees. Full time academic staff are not eligible: to vote on personnel matters regarding appointments and leaves; and to serve on the department merit committee, unless they have been in the department full time for at least one year and their salaries contribute toward the department merit pool.

C. Part Time Academic Staff

Part time academic staff have less than a 100% position contract for two consecutive semesters. Part time academic staff are not eligible to take part in department governance. They are not entitled to vote on matters requiring a department vote, or to serve as voting members on department committees.

D. Evaluation of Academic Staff

Academic staff whose salaries contribute toward the merit pool will be evaluated by the Merit Committee for salary purposes. All academic staff will be evaluated by the PRT Committee, using criteria established by the PRT Committee. The written evaluations will be sent to the department chair for forwarding to the dean. The academic staff member will receive a copy of his/her evaluation.

{Economics Academic Staff Policy revision approved, Department Meeting, 12/14/90}

III. SCHEDULING OF CLASSES

A. Introduction

The department chair is responsible for scheduling classes. These bylaws are intended to provide: students with assurance that the quality of instruction will be maintained and that their educational needs will be served; department members with a written description of the guidelines as a matter of information and as a basis for challenging class schedules; and the administration with a clear understanding of the scheduling procedures used by the chair. These bylaws should be viewed as guides for scheduling and not as rigid rules to be followed without discretion. However, explanations may be requested, and will be given whenever any departure from the bylaws is questioned.

B. Scheduling Priorities

1. **The first priority is the maintenance of high quality instruction in all classes.**

2. **Courses offered will follow the Department "Master Plan of Course Offerings," as staff availability and student demands allow.**

3. **An inventory of department member teaching qualifications and preferences will be maintained. For each department member, it will include (a) an indication of courses which he/she is qualified to teach; and (b) a "strength of preference" indicator, on a 1 to 5 scale, with 1 = very interested in teaching and 5 = not at all interested in teaching, for each course offered.**

4. **The department chair will make every reasonable effort to match class offerings with department members' qualifications and preferences. In recognition of overlapping areas of expertise and interest, it is understood that no department member has an exclusive claim on any given course.**

5. **Every reasonable effort will be made to assign class meeting times in a manner consistent with student needs and with department member preferences.**

C. Teaching Loads

1. **The department chair will schedule classes consistent with a target expected department average WSCP/FTE in the range of 340-365 each semester. (Weights: 1.00, lower level; 1.10, upper level; and 1.43 graduate) Since this is a department target as opposed to a particular instructor's target, some department members will have a**

lighter load, while others will have a heavier load, depending upon such things as research requirements and other responsibilities assigned by the department. For example, academic staff and part-time members will carry a heavier teaching load than faculty.

2. **The teaching load standard for academic staff is twelve hours and four sections of principles of economics with 40-50 students in each section. This heavier student load reflects substantially lower research and service expectations of academic staff.**

3. **The teaching load standard for tenure track faculty is twelve hours, four classes, and 2 preparations. Typically, this means 3 sections of principles of economics with 35-40 students and one upper division course with 15-25 students.**

4. **A faculty member may request a section reduction, with a corresponding student/per section increase in order to free up time for other productive activities consistent with the objectives of the department. A faculty member who requests a section reduction must present evidence his/her teaching style is consistent with the larger format and that there will be no depreciation in the students' educational experience. Evidence may include such things as student performance measures, student evaluations, and number of majors generated.**

   A balanced offering of courses must be maintained. If there are too many requests for section reductions, the chair will give priority to faculty whose past record indicates greater potential for productive use of released time.

5. **Upper division classes will vary in size, depending upon instructor responsibilities and student demand .**

6. **Every reasonable effort will be made to avoid assigning three preparations to an unwilling department member. If the department chair requests a faculty member to teach three preparations, the standard load will be nine hours. A department member who requests three preparations for personal reasons will not automatically be assigned nine hours.**

7. **Every reasonable effort will be made to equitably balance the individual teaching loads over time. Relevant factors include, but are not limited to, number of preparations, class meeting times, number of new preparations, number of students, and contribution to department objectives.**

{Scheduling revision approved, Department Meeting, 12/14/90}

IV. SUMMER APPOINTMENT AND REMUNERATION

A. Eligibility

Only full-time, tenure track faculty with terminal degrees in economics are eligible to share in the summer session allocations. Faculty granted a two or more consecutive semester unpaid leave are not eligible for a department summer allocation in the state fiscal year(s) for which the leave is granted.

B. Remuneration and Funding Priorities

Department summer positions will be maintained with the following rules and initializing values:

1. **A minimum of four courses will be taught;**
2. **Remuneration per course slot will be maintained as near to .5 FTE as possible. (1.0 FTE allocation equals 2/9ths of the academic year salary.)**
3. **The minimum acceptable remuneration per course slot will be .45 FTE.**
4. **The chair administration slot will be 2 the course teaching slot.**
5. **Any summer funds not spent for classes or administration will be allocated to meet department capital needs related to enhancing faculty development and scholarly activity.**
6. **Any summer funds remaining after capital needs have been met will be allocated to research.**
7. **Funds unspent after 1-6 above will be allocated to the department GPR discretionary account.**
8. **If rules 1-4 above cannot be met, the chair will call a meeting of faculty on the rotation list. A majority vote of those in attendance will approve a workable ad hoc procedure.**

C. Summer Class Schedule

The department chair will establish the summer schedule to meet student demand. Upper division specialty courses with low enrollment potential should not be anticipated. Eligible faculty, in sequential rotation list order, will be offered an opportunity to select a course from the schedule.

D. Teaching Positions

1. Method

Summer teaching positions will be allocated to eligible faculty using a rotation system. Each summer, offers will be made from the top of the eligibility list until funds have been exhausted by following the remuneration guidelines described in section B. above.

2. Rotation List

The department chair will maintain a rotation list of eligible faculty. {The initial list was based on seniority as defined in the Faculty Personnel Rules, UWL 5.08 Seniority.}

Newly hired faculty will be added to the bottom of the list using completion of the terminal degree or the contract-signing date, whichever is later, to determine order.

3. Rotation and Banking

A faculty member's "position of record" is defined as the member's lowest-held position on the list. The position of record moves toward the top of the list as summer teaching positions are accepted. Faculty members have the option to decline offered summer positions, thereby providing for the personal accumulation, or "banking," of positions. Only positions of record may be banked. Upon banking a position of record: the member's name remains in that position on the list; the position is designated as banked; and the member's name is added to the bottom of the list, becoming the new position of record. A faculty member is permitted to bank at most one position per summer. For a member on unpaid leave for two or more consecutive semesters, the position of record and banked positions remain frozen at pre-leave rotation rank levels.

Upon accepting a summer position(s), the top-most position(s) held by the faculty member will be removed from the list. When the offer is associated with a position of record, the name of the member is added to the bottom of the list. When the offer

is associated with a banked position, the name of the member is removed from the list. Upon declining an offer associated with a banked position, the member's name remains on the list.

4. Unfilled Positions

If each eligible faculty member has banked one position and unassigned courses remain, beginning with the upper-most position of record on the list, faculty will be offered a class without the loss of a position of record. If courses still remain, the chair may seek other instructors to teach needed classes.

5. Subsequent Vacation of a Position

An accepted position may be subsequently vacated without penalty or loss of position on the rotation list through May 20. A member who vacates a position after May 20 will lose his/her upper-most position on the list. The vacated position will be filled in accordance with D.3. and D.4. above. The remuneration will be that of the person who vacated the position, or the FTE amount determined by B. above, whichever is less.

6. Cancellation of a Class

If a faculty member's summer teaching contract is contingent upon sufficient enrollment in his/her scheduled class(es), and cancellation of a class voids the instructor's contract, the instructor will not lose his/her position on the rotation eligibility list. Released funds will be allocated in accordance with the remuneration and funding priorities in Section B.

E. Research Positions

1. Method

Summer research positions will be allocated by the Evaluation Committee, consisting of the CBA dean, CBA associate dean, and the director of the UW-L Bureau of Business and Economic Research, based on research proposals submitted for consideration. The department chair will provide 30 day written notification to all department members of the proposal due date.

2. Evaluation and Ranking of Proposals

The Evaluation Committee will rank the proposals using three criteria:

a. The proposal must have been submitted elsewhere for funding, and not received

full funding.

b. **The paper from the proposer's most recent summer funded research project must be either accepted for publication in a refereed journal or accepted for presentation at a regional/national meeting.**
c. **The likelihood of publication and the benefits accruing to the department.**

3. **Funding of Proposals**

The Evaluation Committee will allocate the designated department research funds among the ranked proposals. The committee may provide funds: only to the highest ranked proposal; to several proposals, with more required for higher ranking proposals; or to none of the proposals. Committee ranking and funding decisions are final and not appealable in the department.

F. Summer Administration Position

In addition to any remuneration for teaching and/or research, the department chair will receive remuneration during the summer for performing administrative duties.

G. Productivity Adjustments

Department summer discretionary funds are provided in lump sum by the CBA dean. If the dean uses an individual productivity factor in allocating funds, all faculty who meet the productivity minimum at the time of summer course selection, thereby increasing the funds allocated to the department, will receive a 100% slot weight. Those not meeting the minimum will receive an 80% slot weight. The 80% rule applies to all positions, including the chair's administrative position.

{Summer Appointment revision approved, Department Meeting 12/14/90}

V. FACULTY LEAVES

A. Introduction

The Economics Department encourages its members to seek sabbatical and faculty development leaves and research funding.

B. Approval

Approval by a majority of the eligible faculty members will recommend faculty for sabbatical leaves, development leaves, and unpaid leaves, and will approve released time from teaching for faculty absent from campus. Department members requesting leaves are not eligible to vote.

C. Assistance

Faculty members should initially seek non-departmental funding for leaves or research projects. If external support is not granted, faculty members may seek assistance from the department. This assistance may consist of the following:

1. **Released time from teaching.**
2. **Supplies and student/secretarial assistance.**
3. **Absorbing the workload of a faculty member on approved leave.**
4. **Other assistance approved by a majority of the eligible faculty members.**

{Faculty Leaves revision approved, Department Meeting, 12/14/90}

VI. DEPARTMENT COMMITTEES

A. Introduction

Ad Hoc committees, such as Principles Text Selection, Bylaw Revision, and Search and Screen will be appointed and given a charge by the department chair. The department will have the following standing committees: Merit Committee, PRT Committee, Curriculum Committee, Scholarship and Awards Committee, and Economics Assessment Committee.

B. Merit Committee

The Merit Committee bylaws are found in Section VII.

C. Promotion, Retention(Tenure) {PRT} Committee

The PRT Committee bylaws are written and approved by the tenured members of the department. The PRT bylaws are found in Section VIII.

D. Curriculum Committee

1. Membership

The Economics Department Curriculum Committee will consist of three department members appointed by the department chair. The term of office will be one year, beginning with the fall semester. Reappointments are possible.

2. Responsibilities

Duties and responsibilities include:

- **a. Receive, evaluate, and act upon all economics curriculum proposals.**
- **b. Periodically evaluate the economics curriculum and initiate curriculum proposals.**
- **c. Submit curriculum proposals and recommendations to the department.**
- **d. Consider, evaluate, and respond to external curriculum initiatives that could impact the economics curriculum. Make recommendations to the department.**
- **e. Provide other assistance and advice to the department in curriculum matters, as needed.**

E. Scholarship and Awards Committee

1. Membership

Membership of the committee will consist of two department members and the department chair. Terms of service for the department members will be two years, with one of the members being replaced each year. (For the 1990-91 committee, one member will be appointed to a two year term, the other member appointed to a one year term.) Members will be appointed by the department chair. The committee chair will be the member in the second year of a two year term.

2. Responsibilities

Duties and responsibilities include:

a. Determining the recipients of scholarships and awards granted exclusively to economics majors by soliciting recommendations from Economics Department members regarding scholarship candidates' qualifications and by soliciting information from other sources.

b. Consideration of all other matters relating to scholarships and awards for economics majors.

{Committee bylaws approved, Department Meeting, 12/14/90}

F. Economics Assessment Committee (EAC)

1. Purpose

The purpose of the EAC is to provide a formal feedback mechanism for implementing improvement of the learning environment.

2. Membership

The EAC membership includes all full-time Economics Department members. The chair of the Committee is elected to a two-year term to begin the first day of the following academic year.

3. Committee Meetings

The EAC will meet during the academic year as necessary. The last EAC meeting of the academic year will occur after final exams at the end of the spring semester. This meeting will be devoted to presentation of faculty and subcommittee reports, discussion of the reports, summary of activities, and establishment of program improvement plans and merit guidelines for the next year.

VII. MERIT EVALUATION

A. Introduction

The following bylaws are used for the determination of merit pay for faculty and academic staff. The merit evaluation process utilizes four evaluation categories: no merit, merit, significant merit, and exceptional merit. The "Economics Department Annual Evaluation Form" is the current University Evaluation Form used for promotion, with several minor modifications. The University form is subject to change each year. A current version of the form is available on the Economics Department's server. (The Economics Department PRT Committee uses the same activity reporting form.)

B. Eligibility for Merit Consideration

To be eligible for merit consideration, department members must prepare and submit the annual department evaluation form, including the median SEI score from each course taught during the preceding two semesters, by the date specified in the University's personnel schedule.

C. Evaluation Committee

The evaluation process will be conducted by a four member committee consisting of the department chair and three department members, all of whom are eligible for merit consideration. To insure continuity on the committee, the department members will serve three year rotating terms with one member replaced each year. Terms of office begin with the fall semester. The Merit Committee chair will be the department member in the third year of his/her term. All Merit Committee members will vote during all evaluations except their own.

A new department member's name will be placed at the top of the rotation list so as to begin a three year term during the first full academic year in which the member is eligible for merit consideration. Should more than one new department member become eligible for merit consideration at the same time, their names will be added to the rotation list so that no more than one of these members serves on the committee at the same time. Seniority will be used to determine the order in which new department members' names are added to the rotation list, with the most senior added first.

D. Evaluation Process

The committee will establish and publish an activities schedule before the end of the third week of the fall semester. The committee's work will be completed so the merit ratings will be available to the PRT Committee for its scheduled deliberations of probationary faculty and academic staff.

E. Merit Guidelines

The committee will use the merit guidelines that are approved by the Economics Department members. The guidelines are not intended to serve as rigid criteria for merit categories; they emphasize only certain aspects of performance and should not be interpreted as exhaustive. All information provided on the department's annual evaluation form in accordance with these bylaws must be evaluated by the Merit Committee. A person is evaluated independently for teaching, research, and university and professional community service.

F. Reporting Responsibilities

Each faculty member will report the scope of teaching research and service activities on the evaluation form.

A Teaching Assignment Form that summarizes SEI results and grades will be appended to the teaching section of the evaluation form

Each faculty member shall indicate on the evaluation form the date a research activity was completed, presented, published, etc. and any linkages with items on previous evaluation forms. Activities reported for the first time will indicate such. Non-dated and non-linked research activities other than research in progress will not be included in the Merit Committee's evaluation. Research output for new faculty members occurring after the date of their contract, but before the beginning of the reporting year, will be considered.

Research output will be reported under the following categories:

1. <u>Research published</u>. The report must include the date of publication and a statement about when this activity was reported as accepted for publication.
2. <u>Research accepted for publication</u>. The report must include the date of acceptance.
3. <u>Research presented</u>. The report must include the date the research was presented.

4. Research in progress. The purpose of this category is to publicize current research activity, e.g., research accepted for presentation, research submitted for publication, etc.

G. Evaluation Weights

1. Full Time Faculty

   In evaluating a full-time teaching (FTT) faculty member's performance, the Merit Committee will weight the three areas as follows: Teaching, 50%, Research, 30%, and University and Professional Community Service, 20%.

   In evaluating department members with administrative duties, teaching load reductions, or teaching overloads, the Merit Committee will adjust its procedure to recognize these activities.

2. Department Chair

In evaluating the department chair's performance, the Merit Committee will assess the following three categories: Teaching, Research, and Administration/University /Community-(hereafter A/U/C) Service. The Merit Committee will rate the department chair by computing the sum of the weighted value of each aspect of the department chair's performance according to the following equation: (.5) Teaching + (.3) Research, + (.2) A/U/C Service. Teaching and research performance will be evaluated using the same standard as for FTT faculty members. Evaluation of A/U/C services will require consideration of, but is not limited to:

   a. activities reported by the chair on the department evaluation form related to his/her chair assignment,
   b. the level of service outside the department, and
   c. a census of department members for assessment of the chair's administrative activity performance.

3. Faculty on Leave

   a. Department members who take a one-year sabbatical leave will receive a merit rating equal to the average of their previous three years' scores upon submitting a copy of the sabbatical proposal and a brief statement of activities to the merit committee.
   b. Department members who take a one-semester sabbatical leave will receive a merit rating based on the average of two components: (1) the average of their previous three years' scores upon submitting a copy of the sabbatical proposal and a brief statement of activities to the merit

committee, and (2) an evaluation of their performance during the semester not on sabbatical.

c. Department members who take a one-year unpaid leave will receive a merit score of one. This merit score will not be reported outside the department; any report will simply indicate “on leave.”
d. Department members who take a one-semester unpaid leave will receive a merit rating based on the average of two components: (1) a score of one, and (2) an evaluation of their performance during the semester not on leave. Only the second portion of the merit rating will be reported outside the department.
e. Department members whose leave occurs during their term on the Merit Committee will be replaced on the committee by the department member who is at the top of the rotation list, should the committee meet during the time of absence. The replacement will serve the remainder of the term and assume the position on the rotation list of the department member who takes the leave. The department member who takes the leave will assume the position on the rotation list of the replacement.

H. Rating Process

Each voting member will evaluate the merit forms and submit to the committee chair category scores between zero and three in increments of .1 for each performance category, for each candidate. The chair will compile the category scores, apply appropriate performance category weights to the median rating, and calculate a preliminary overall rating for each candidate. Each voting member's category scores will contribute equally to the overall rating.

After these scores have been compiled and ratings have been computed, the chair will distribute the results to the committee members and reconvene the committee to discuss category scores. Committee members will abstain from discussions about themselves. After the discussions, committee members may revise their category scores and resubmit them to the committee chair. The chair will recalculate the revised category scores to obtain the final overall ratings.

For categorization purposes only, the merit ratings will be rounded to the nearest integer (.5 will be rounded up), with 0 being No Merit, 1 being Merit, 2 being Significant Merit, and 3 being Exceptional Merit.

I. Transmission Process

Within five working days of the committee's final ratings, the committee chair will send to each department member an evaluation report, which includes his/her overall merit rating and category scores, and the frequency distribution of ratings and category scores, rounded to the nearest tenth for reporting purposes only. A copy of each report and all other documentation regarding the merit process will be forwarded to the department chair for retention in department files.

J. Department Discretionary Fund Distribution

1. Distribution Values

The Economics Department's values governing distribution of the department's Discretionary Fund are:

a. The purpose of the Discretionary Fund is to provide annual merit salary increments. Merit pay is an indicator of and reward for relevant activities and achievements.

b. Merit salary increments should provide, as much as possible, equal salary increments for equal performance within years and between years. This is intended to provide stable expectations and reduce uncertainty brought about by the vagaries of the budget.

c. Discretionary funds remaining after incremental merit distribution should be distributed equally among faculty who maintain solid performance.

d. First-year faculty members with no merit score who have completed the appropriate terminal degree should be provided with a salary increment from the Discretionary Fund. Since no merit evaluation is performed for new faculty in their first year, a score will be assigned to determine their distribution from the Discretionary Fund.

e. Since faculty members are expected to have a terminal degree, no merit awards will be given for completing the degree.

2. Distribution Procedures

The Economics Discretionary Fund will have two separate pools, one each for the Incremental Merit and Base Merit. Merit Fund participants with ratings less than 1.0 are not eligible to share in the Discretionary Fund and their ratings will not be included in the determination of the two pools. First-year faculty will receive an arbitrary score of 1.6 in lieu of a merit rating to be used in the calculation of their share of the Discretionary Fund.

a. INCREMENTAL MERIT POOL

The Incremental Merit Pool funds merit scores of 1.0 and higher. The size of the Pool will be determined by summing the eligible participants' ratings in excess of 1.0 and multiplying the result by the permanent merit coefficient (PMC). Since the PMC currently (10/26/94) is $300, each eligible participant's share will equal $300 times the amount by which his/her merit rating exceeds 1.0. The Discretionary Fund will be deemed "insufficient" if the calculated Incremental Merit Pool is greater than the Discretionary Fund less previously unfunded merit points; the bylaws under Insufficient Discretionary Fund will control distribution. Any change in the bylaw PMC will apply only to merit points assigned after the approval date.

b. BASE MERIT POOL

The size of the Base Merit Pool will be determined as a residual by subtracting the Incremental Merit Pool and previously unfunded merit points from the Discretionary Fund. The pool will be divided into equal shares based on the number of eligible participants from unfunded past years, which was carried forward, and on the number of currently eligible participants.

c. INSUFFICIENT DISCRETIONARY FUND

If the Discretionary Fund is insufficient, participant ratings will be ranked from lowest to highest and a tenth of a merit point will be subtracted from each in turn until the Fund becomes sufficient. Ranking ties will be broken by the teaching score. Unfunded merit points will be carried forward to the next year and paid on a first in-first out basis.   Base merit eligibility will be carried forward and will be used in the determination of Base Merit Pool shares. If the Discretionary Fund is insufficient four years in a row, the PMC will be reduced temporarily until the Fund becomes sufficient; no merit points will be carried forward.

Escape Clause: In the first, second, or third year of insufficient funds, a one-time-only value may override the PMC if approved by at least two-thirds of the eligible participants.

{Revised merit bylaws approved, unanimously, Department Meeting, 3/26/04}

VIII. PROMOTION AND RETENTION(TENURE) BYLAWS

A. Introduction

The following bylaws were adopted by the tenured members of the Economics Department in accordance with the University of Wisconsin - La Crosse Faculty Handbook and the Faculty Personnel Rules. The bylaws establish the Promotion and Retention(Tenure) Committee (hereafter PRT), and the procedures and criteria for promotion and retention(tenure). In addition, procedures and criteria for the evaluation of academic staff are set forth by these bylaws.

B. PRT Committee

1. To be a member of the Economics Department's PRT, one must be a tenured member of the department and have at least a 50% assignment in the department.

2. Prior to the first PRT meeting of the academic year, the PRT chair will poll the tenured members of the Economics Department regarding their willingness to participate in committee activities. The results of the poll will define committee membership for that academic year.

3. The PRT chair will be elected by a simple majority of the committee members voting. The term of office will be one year. The department chair is not eligible to serve as PRT chair. The PRT chair will be the official and sole spokesperson for the committee.

4. PRT members not present at a meeting have the right to vote by proxy on all matters.

5. Eligibility to deliberate and vote on promotion recommendations requires PRT members to be at or above the rank promotion candidates are pursuing.

6. The PRT committee has the authority to discharge, for the remainder of the academic year, any member whose absence from two consecutive meetings is unexcused.

C. Review Procedures for Retention(Tenure)

1. The PRT chair will circulate a schedule of PRT activities to all department members before the end of the third week of the fall semester.

2. At least 30 days prior to the review, the department chair will give written notice of the review and supply each candidate with the copy of the Economics Department Annual Evaluation Form. At least 7 days prior to the review, the probationary faculty member will provide the PRT chair with the following information:

   a. A completed copy of the Economics Department Annual Evaluation Form, which summarizes relevant activities for the most recent academic year. For second year faculty contract decisions and for tenure decisions, relevant activities for all years at UW-L will be reported.

   b. Copies of all articles accepted and/or published, papers presented and other research completed.

   c. A separate file that includes all of the faculty member's UW-L course syllabi, reading lists and examinations for the relevant time period, with a maximum of the three most recent years, and any other teaching related materials he/she wants PRT to consider.

   d. Any other material the faculty member requests PRT to consider.

   e. Any other material requested by the committee.

3. The department chair will provide the PRT chair with the following information for each retention (tenure) candidate:

   a. Results of the merit evaluation process.

   b. The "Teaching Assignment Information Form," which includes student evaluations for each semester of teaching at UW-L.

   c. Any other information requested by the committee that could have a bearing on the potential performance of the retention(tenure) candidate.

4. After discussion of the relevant data, including any materials previously submitted by probationary faculty and maintained by the committee or the department, the committee will vote by signed ballot on a motion to recommend retention(tenure) of the candidate. Retention(tenure) requires a simple majority.

5. The PRT chair will assign a member of the committee to draft a letter recommending retention(tenure) or non-retention which will include the outcome of the vote. In the event of retention(tenure), the letter will include reasons for retention(tenure).

6. If members of the committee identify areas where the retention candidate needs improvement, the candidate will be informed of these concerns. A list of required improvements will be communicated to the retention candidate through a separate improvements letter and may also be communicated to the dean through the letter recommending retention. Copies of the improvements letters will be retained by the committee to be used for evaluation purposes in subsequent years. In the event of non-retention, a separate list of reasons will be drafted. The committee will review both the letter draft and list of reasons, make necessary changes, send the letter to the department chair, and send a copy to the retention(tenure) candidate. The list of reasons for non-retention is held by PRT and is neither transmitted to the candidate nor added to the candidate's official university personnel file unless the candidate requests reasons for non-retention.

7. The PRT may invite probationary faculty to an information-sharing meeting prior to their retention review.

8. Probationary faculty who were hired with a shortened probationary period may be asked to request an extension of their probationary period if the committee believes that it is in the interest of the department.

D. Evaluation Criteria

1. The retention(tenure) decisions by the committee are peer judgments of future performance. Consequently, in making a retention(tenure) decision, the committee will consider all matters bearing on the potential of the candidate.

2. The committee has established minimum performance levels applying to a faculty member's record at UW-L prior to the tenure recommendation. These levels serve to identify a floor below which a favorable tenure recommendation is highly unlikely.

   a. Teaching - merit scores for teaching equal to or above 2 for at least three of the years taught. {Revised minimum performance level for teaching approved by PRT committee, 2/3/03}

   b. Research - at least two refereed articles in the area related to economics and at least six from among the following: non-refereed publications, grants, books, book reviews, and/or papers presented at professional meetings. Only materials accepted for publication, presentation and/or funding subsequent to the initial contract date will be counted. Publications in widely recognized journals are highly valued.

c. Professional and Public Service - at least six from among the following: attendance at professional meetings (workshops, seminars, etc.), discussion of papers at professional meetings, and/or public service activities in a professional capacity (e.g., presentations or assignments with the BBER or SBDC.)

d. University Service - membership on at least six committees from among the following: standing committees, significant ad hoc committees, and/or Faculty Senate.

3. Satisfaction of the minimum performance levels does not guarantee a favorable tenure recommendation. Once a faculty member has met the minimum levels in each area, the committee expects retention (tenure) candidates to excel in either teaching or research. In evaluating a faculty member's performance in excess of the minimum levels, the committee will weight the three areas as follows: Teaching - 50%; Research - 30%; and Professional Public/University Service - 20%. This weighting scheme is a statement of values adopted by PRT.

4. Except for the use of SEI results in evaluating teaching effectiveness, evaluation will be performed by peers. The areas and activities to be considered include, but are not limited to, the following:

a. Teaching

Curriculum and course development
Innovative approaches to instruction
Quality of syllabi, exams, and assignments
Maintenance of academic standards and integrity
Teaching workload and course variety
Supervision of student research and internships
Attendance at workshops and seminars on teaching effectiveness
Improvement of instruction grant application and funding
Preparation of materials employing various media for instructional use
Student advising and counseling

b. Research

Articles, books, and book reviews submitted and/or accepted by refereed and/or non-refereed journals
Papers presented at professional programs
Research grant applications and funding
Working papers and research in progress
Maintenance of academic standards and integrity

c. Professional Public/University Service

<u>Public Service</u>
Participation as discussant or chair at professional conferences
Offices held in community organizations
Speeches and workshops conducted
Consulting
Attendance at professional conferences
Attendance at institutes and seminars
Participation in University Outreach programs
Membership in professional organizations and community organizations in a professional capacity
Honors and awards

<u>University Service</u>
Faculty Senate
University committees
Department committees
College committees
Advisor to campus groups
Developing library resources
Other services to university programs

E. PRT and Merit Evaluations

Since merit evaluations are only one of several criteria used by PRT in the retention (tenure)evaluation, a candidate's merit evaluation and retention(tenure) evaluation may differ. Differences in evaluations may result from, but are not limited to, the following reasons:

1. The evaluations are conducted by different committees.

2. The merit committee bases its decisions on performance over one year, while PRT

considers all relevant past activities.

3. The merit committee evaluates only past performance while PRT also considers potential performance.

4. Merit committee evaluations are based primarily on quantitative measures while PRT also considers qualitative aspects of the candidate's performance.

F. Investigation of Misconduct or Unethical Behavior by Probationary Faculty.

Allegations of misconduct or unethical behavior by a probationary faculty member may be investigated by PRT if a formal request is made by the department chair. Evaluation of misconduct or unethical behavior may be used by PRT in making retention decisions.

G. Promotion

1. The initial review for faculty eligible for promotion will be conducted by PRT.

2. The evaluation criteria for promotion include the University guidelines and the department evaluation criteria described above. Additionally, published research is relatively more important for professor candidates.

3. The review procedures for promotion are the same as the procedures for tenure.

4. PRT expects department members to receive historically appropriate salary adjustments upon promotion.

5. A faculty member who is eligible but does not apply for promotion may request a nonconsideration review. The PRT members who would have been eligible to vote on the promotion recommendation had the faculty member applied for promotion will conduct the nonconsideration review. (Added by unanimous vote, PRT Committee 9/15/97.)

H. Evaluation of Academic Staff

1. Review Procedures

Full time academic staff will be evaluated annually by PRT. For first year full time academic staff the time period for evaluation will coincide with the retention reviews scheduled for first year faculty. For continuing full time academic staff the time period for evaluation will coincide with the retention reviews for third, fourth and fifth year faculty. Review procedures will be the same as those described in section C. above.

Part time academic staff will be evaluated upon expiration of their contract or at least once per year.

2. Evaluation Criteria

Academic staff will be evaluated primarily on their teaching and other assigned duties. However, academic staff may submit any other, non-teaching materials they wish PRT to consider in the evaluation process.

I. Tenured Faculty Review and Development

The purpose of tenured faculty review and development is to encourage and support the meaningful growth and development of the faculty in ways that positively contribute to the missions of the University of Wisconsin-La Crosse, the College of Business Administration, and the Economics Department. The review is intended to provide a formative evaluation that will be positive and encouraging to faculty productivity. It does not provide any basis for summative evaluation.

Each tenured faculty member's activities and performance will be reviewed by the PRT Committee according to the review cycle established by the committee. Newly tenured faculty and tenured faculty who have recently undergone review for promotion will enter the rotation five years after the date of their tenure/promotion.

The review process is initiated by the dean. Upon receiving notification from the dean, the PRT chair will ask the department chair to supply the relevant merit files and scores for review. The PRT chair will then circulate the files and scores among the other members of the committee. The committee will conduct each review within 30 working days from the dean's notification date.

Each faculty member's activities will be reviewed using the results of the merit committee's evaluation of teaching, scholarship and service. The candidate will receive a *satisfactory* rating if four of the five merit scores during the review period are *significant merit* or higher (Rating criterion adopted by unanimous vote, PRT Committee 2/4/04). The PRT chair will then send the results of the review, one copy to the faculty member, one copy to the member's department file, and one copy to the dean.

If the faculty member under review does not receive a satisfactory rating, the PRT Committee will encourage the faculty member to formulate a written plan for professional growth. Subsequently, the PRT committee will meet with the faculty member to review the plan and to make suggestions

If the PRT committee and the faculty member are unable to reach consensus on a development plan, then:

a) the department will notify the dean of its recommended plan.
b) the department chair, dean, and faculty member will meet to review the department's recommendations and to formulate a plan acceptable to all parties.

Funds necessary to implement faculty development plans will be provided by the deans or by the appropriate administrative officers.

A confidential file of the tenured faculty review will be kept within the department. The file will contain all documents and correspondences involved in the evaluation of the faculty member and the resolution of any identified areas of concern. A copy of all items in the file of the individual faculty member will be given to that member.

When a faculty member accomplishes the agreed upon professional development, the PRT chair will write a letter to the faculty member acknowledging the accomplishment. One copy of the letter will be placed in the faculty member's file, and a second copy will be sent to the dean.

If, after an agreed upon date, the faculty member has not been successful in accomplishing the proposed professional development, the faculty member will meet with the PRT committee, and possibly with the dean, to formulate additional development plans.

Tenured faculty review and development is intended to provide a formative evaluation that will be positive and encouraging to faculty productivity. It does not provide the basis for summative evaluation.

IX. ECONOMICS DEPARTMENT ANNUAL EVALUATION FORM

The 6/95 version of the Economics Department Annual Evaluation Form is included in the bylaws. The current version may be obtained from the Economics Department program assistant.

ECONOMICS DEPARTMENT ANNUAL EVALUATION FORM **v6/95**

FACULTY NAME: ________________________________

Spring 19 , Fall 19

1. TEACHING ASSIGNMENT.

2. TEACHING DEVELOPMENT. Include only the <u>most</u> important activities which have had a <u>significant</u> effect on your teaching.

Examples of items you might include:

(a) development of new courses and units
(b) innovations and improvements in teaching techniques
(c) participation in workshops, institutes, seminars, graduate courses, or participation in professional organizations or attendance at professional meetings
(d) preparation of curriculum materials such as workbooks and textbooks
(e) research as preparation for teaching
(f) visiting scholar or artist

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3. TEACHING EVALUATION. Provide information (other than SEI scores) about the effectiveness of your teaching or other instructional-related activities.
Examples of items you might include:
(a) a description of methods you use to measure your teaching effectiveness
(b) any objective measures of teaching effectiveness and student performance

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SPECIFIC INSTRUCTIONS FOR PART II: SCHOLARSHIP

1-2 pages, single-spaced, one side of page only.
Present material in descending order of importance.

1. RESEARCH, PUBLICATIONS, GRANTS, EXHIBITS, PERFORMANCES, DEMONSTRATIONS, AND OTHER CREATIVE ACTIVITY. In descending order of importance, identify your major efforts in research or related activities. Copies or off-prints of publications should be included in the Appendix.

Examples of items you might include:

- **(a) title, dates, and places for major publications, with information on whether the publication was juried, etc. (Minor publications may be listed in the Appendix.)**
- **(b) grant proposals, with source of funding, status of project**
- **(c) addresses at professional meetings**
- **(d) activities in reviewing or editing manuscripts**
- **(e) title, dates, and places for major presentations. (Minor ones may be listed in the Appendix.)**

SPECIFIC INSTRUCTIONS FOR PART III: SERVICE

1-2 pages, single-spaced, one side of page only
Present material in descending order of importance.

SERVICE. This category includes department, college, university, or system level service, as well as service in professional organizations and community service.
Examples of items you might include:

- **(a) chair or other active participation on major committees and task forces, with information about work accomplished**
- **(b) organization of lectures, institutes, workshops, etc.**
- **(c) provision of in-service training**
- **(d) consulting and advising**
- **(e) lectures and workshops**
