

# **ECONOMICS DEPARTMENT**

## **BYLAWS**

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**ECONOMICS DEPARTMENT  
UNIVERSITY OF WISCONSIN - LA CROSSE  
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## I. Department of Economics Bylaws last updated March 31, 2010

## II. Organization and Operation

- A. Department members are governed by six interdependent sets of regulations:
1. Federal and State laws and regulations;
  2. UW System policies and rules;
  3. University of Wisconsin – La Crosse (UW-L) policies and rules;
  4. College policies and rules;
  5. Shared governance Bylaws and policies for faculty and academic staff; and
  6. Departmental Bylaws.
- B. Preamble. 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.
- C. Meeting Guidelines
1. Department meetings will be run according to the most recent edition of Robert’s Rules of Order (<http://www.robertsrules.com/>) and
  2. Wisconsin State opening meeting laws (<http://www.doj.state.wi.us/AWP/OpenMeetings/2005-OML-GUIDE.pdf>, summary at [http://www.UW-Lax.edu/hr/recruit/Academic\\_Recruitment/OPENMEETING.htm](http://www.UW-Lax.edu/hr/recruit/Academic_Recruitment/OPENMEETING.htm)).
- D. Definitions of Membership & Voting Procedures
1. All ranked faculty and instructional academic staff in the Economics Department shall constitute the Economics Department faculty.
  2. Ranked faculty
    - a. In accordance with UW-L Articles of Faculty Organization, all persons with the rank of professor, associate professor, assistant professor, or instructor with tenure or probationary appointments shall constitute the ranked faculty.
    - b. Ranked faculty holding a 50% or greater appointment will have full rights and privileges in the Economics Department as described herein.
  3. Academic staff
    - a. Academic staff appointments may be fixed term, probationary, or indefinite.
    - b. Full time academic staff having a 100% position appointment for at least two consecutive semesters whereas part time academic staff have less than 100% position appointment for two consecutive semesters.
    - c. Academic staff may be instructional academic staff (IAS) (primary core function is instruction and assessment of students), non-instructional academic staff (none of their appointment involves instruction), or a combination.
  4. Academic Staff Voting Procedures
    - a. Full time instructional academic staff and part time instructional academic staff with at least 50% of their appointment in the Economics Department for two consecutive semesters have the same rights and privileges of ranked faculty as they relate to department governance, with noted exceptions.
    - b. Full time instructional academic staff and part time instructional academic staff with at least 50% of their appointment in the Economics Department for two consecutive semesters are entitled:
      - 1) to vote on matters requiring departmental approval; and
      - 2) to serve as voting members on department committees.

- c. Full time instructional academic staff and part time instructional academic staff with at least 50% of their appointment in the Economics Department for two consecutive semesters are not eligible:
  - 1) to vote on personnel matters regarding appointments and leaves; and
  - 2) 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.
- d. Part time academic staff with less than 50% position contract or not contracted for one full academic year are:
  - 1) not eligible to take part in department governance;
  - 2) not entitled to vote on matters requiring a department vote; or
  - 3) not entitled to serve as voting members on department committees.

#### E. Definitions of Quorum and Majority

- 1. A quorum is a majority of the entire membership eligible to participate.
- 2. Proxy votes are allowed only when specifically provided in the Bylaws.

F. Changing Bylaws. The Bylaws of the Economics Department may be changed by a two-thirds vote of the eligible membership.

### III. Faculty/Staff Responsibilities

#### A. Faculty

- 1. Faculty responsibilities are referenced in Section IV of the Faculty Senate Bylaws entitled "Responsibilities of Departments, Department Members and Department Chairpersons."
- 2. A complete set of the Bylaws are available off the Senate webpage under "Senate Articles and Bylaws" <http://www.UW-Lax.edu/facultysenate/>.

#### B. Instructional Academic Staff Responsibilities and Expectations

- 1. Requests for IAS hiring will be presented to the college dean.
- 2. The request will indicate one of the standard titles from the lecturer or clinical professor series <http://www.UW-Lax.edu/facultysenate/committees/ias/pages/titling.html> and will outline specific duties including teaching and any additional workload.
- 3. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. <http://www.UW-Lax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>.

#### C. Non Instructional Academic Staff Responsibilities and Expectations

#### D. Student Evaluation of Instruction

- 1. The department will follow the UW-L Student Evaluation of Instruction (SEI) Policy and procedure available off the Faculty Senate webpage <http://www.UW-Lax.edu/facultysenate/>.
- 2. Ranked Faculty & SEIs. Results from the Faculty Senate approved SEI questions are required for retention, tenure, and promotion in the form of
  - a. The single motivation item and
  - b. The composite SEI consisting of the 5 common questions.
- 3. Results will be reported using the Teaching Assignment Information (TAI) form. The department will add:
  - a. the candidate's fractional median for the motivation item and the composite SEI for each course;
  - b. the candidate's overall fractional median for the motivation item and the composite SEI for the term;
  - c. the department's fractional median for the single motivation item and the composite SEI;

- d. the department's minimum and maximum composite SEI ; and
  - e. the candidate's rank in SEI scores relative to all department ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).
4. IAS renewal and promotion.
- a. The same information is reported for IAS as in 3. above.
  - b. No TAIs are generated for IAS.

#### IV. Merit Evaluation (Annual Review)

The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

##### A. Introduction

1. The following bylaws are used for the determination of merit pay for faculty members whose salary contributes to the Merit Pool.
2. The merit evaluation process utilizes four evaluation categories:
  - a. no merit,
  - b. merit,
  - c. significant merit, and
  - d. exceptional merit.
3. The Merit Committee evaluates each faculty member following the Economics Department Annual Merit Evaluation Procedures and the Merit Guidelines that are available on the Economics Department's server.

##### B. Eligibility for Merit Consideration

1. To be eligible for merit consideration, faculty members' salary must contribute to the Merit Pool.
2. The Merit Committee will evaluate only those faculty members who prepared and submitted reports following the Economics Department Annual Merit Evaluation Procedures.

##### C. Evaluation Committee

1. The evaluation process will be conducted by a five member committee consisting of the department chair and four other faculty members, all of whom are eligible for merit consideration.
2. To insure continuity on the committee, the faculty members will serve two year rotating terms with two members replaced each year.
3. Terms of office begin with the fall semester.
4. The Merit Committee chair will be elected by the merit committee members from the members in the second year of his/her term.
5. All Merit Committee members will vote during all evaluations except their own.
6. A new faculty member's name will be placed at the top of the rotation list so as to begin a two year term during the first full academic year in which the member is eligible for merit consideration.
7. Should more than one new faculty 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, defined by the order in which contract offers were accepted, will be used to determine the order in which new faculty members' names are added to the rotation list, with the most senior added first.

##### D. Evaluation Process

1. The committee will establish and publish an activities schedule before the end of the third week of the fall semester.
2. 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 members.

#### E. Merit Guidelines

1. The committee will use the merit guidelines that are approved by the Economics Department faculty members who are eligible for merit consideration.
2. 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.
3. All information provided following the Economics Department Merit Evaluation Procedures and in accordance with these bylaws must be evaluated by the Merit Committee.
4. A faculty member is evaluated independently for:
  - a. Teaching
  - b. Research, and
  - c. University and professional public service.

#### F. Reporting Responsibilities

1. Each faculty member will report the scope of teaching research and service activities as prescribed in the Economics Department Annual Merit Evaluation Procedures.
2. A Teaching Assignment Information Form that summarizes SEI results and grades will be appended to the teaching section of the evaluation report.
3. Each faculty member will indicate on the evaluation form the date a research activity was completed, presented, published, etc. and any linkages with items on previous evaluation report.
4. Activities reported for the first time will indicate such.
5. Non-dated and non-linked research activities other than research in progress will not be included in the Merit Committee's evaluation.
6. Research output for new faculty members occurring after the date of their contract, but before the beginning of the reporting year, will be considered.
7. Research output will be reported under the following categories:
  - a. Research published. The report must include the date of publication and a statement about when this activity was reported as accepted for publication.
  - b. Research accepted for publication. The report must include the date of acceptance.
  - c. Research presented. The report must include the date the research was presented.
  - d. 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. Faculty Members.
  - a. In evaluating both full-time and part-time teaching faculty members' performance, the Merit Committee will weight the three areas as follows:
    - 1) Teaching, 50%,
    - 2) Research, 30%, and
    - 3) University and professional public service, 20%.
  - b. 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

- a. Teaching and research performance of the department chair will be evaluated using the same standard as for other faculty members.
  - b. However, evaluation of university and professional public service will require consideration of, but is not limited to:
    - 1) activities reported by the chair on the department evaluation form related to his/her chair assignment,
    - 2) the level of service outside the department, and
    - 3) a census of department members for assessment of the chair's administrative activity performance.
3. Faculty Members on Leave
- a. Faculty 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. Faculty members who take a one-semester sabbatical leave will receive a merit rating based on an evaluation of their performance during the semester not on sabbatical upon submitting a copy of the sabbatical proposal and a brief statement of activities to the merit committee.
  - c. Faculty 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. Faculty 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.
    - 3) Only the second portion of the merit rating will be reported outside the department.
  - e. Faculty members whose leave occurs during their term on the Merit Committee will be replaced on the committee by the faculty member who is at the top of the rotation list, should the committee meet during the time of absence.
    - 1) The replacement will serve the remainder of the term and assume the position on the rotation list of the faculty member who takes the leave.
    - 2) The faculty member who takes the leave will assume the position on the rotation list of the replacement.

#### H. Rating Process

1. Each voting member will evaluate the merit reports and submit to the committee chair category scores between zero and three in increments of .1 for each performance category, for each faculty member.
2. The chair will compile the category scores, apply appropriate performance category weights to the median rating, and calculate a preliminary overall rating for each faculty member by eliminating the highest and the lowest category scores, and then taking the average of the remaining scores.
3. 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.
  - a. Committee members will abstain from discussions about themselves.
  - b. After the discussions, committee members may revise their category scores and resubmit them to the committee chair.
  - c. The chair will recalculate the revised category scores to obtain the final overall ratings.
  - d. 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

1. Within five working days of the committee's final ratings, the committee chair will send to each department member an evaluation report that includes



- a. his/her overall merit rating and category scores, and
- b. 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.
  - a. 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.
  - b. 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.
- 2.1. Incremental Merit Pool
  - a. The Incremental Merit Pool funds merit scores of 1.0 and higher.
  - b. 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).
  - c. 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.
  - d. 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.
  - e. Any change in the bylaw PMC will apply only to merit points assigned after the approval date.
- 2.2. Base Merit Pool
  - a. 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.
  - b. 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.
- 2.3. Insufficient Discretionary Fund
  - a. 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.
  - b. Ranking ties will be broken by the teaching score.

- c. Unfunded merit points will be carried forward to the next year and paid on a first in-first out basis.
  - d. Base merit eligibility will be carried forward and will be used in the determination of Base Merit Pool shares.
  - e. 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.
3. 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 February 12, 2101}

## V. Faculty Personnel Review

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. In addition,

1. The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UW-L 3.06 -3.08) [http://www.UW-Lax.edu/HR/F\\_Handbook.htm](http://www.UW-Lax.edu/HR/F_Handbook.htm).
2. Tenure/retention decisions will be guided by the criteria established in the Bylaws at the time of hire unless a candidate elects to be considered under newer guidelines.
3. The criteria outlined in Section V.A and V.B "Faculty Personnel Review" in these Bylaws should be applied to faculty with a contract date after February 19, 2010.
4. The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website.

V.I. Ranked Faculty Review: These bylaws establish the Promotion and Retention (Tenure) Committee (PRT), and the procedures and criteria for promotion and retention (tenure).

### A. Retention (procedure, criteria and appeal)

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review.
  - a. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence.
  - b. Each candidate must provide a narrative overview of their file.
  - c. Additional materials may be required for departmental review.
2. Departments will provide the following materials to the dean:
  - a. Department letter of recommendation with vote;
  - b. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and
  - c. Merit evaluation data (if available).
3. The initial review of probationary faculty shall be conducted by the PRT committee.
4. All first-year tenure-track faculty will be formally reviewed in the spring of their first year.
  - a. The departmental letter will be filed with the Dean and Human Resources.
  - b. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> years.

### B. Faculty Promotion Procedures (procedure, criteria and appeal). 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 in the spring semester 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. In the event that there are not at least three department members at or above the rank of the promotion candidate, the PRT committee will add additional members using faculty of the required rank from other UW-L departments in the CBA to ensure that there are three members of that rank on the committee.
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 20 days prior to the review, the department chair will give written notice of the review and supply each candidate with a list of the materials they must produce. At least seven days prior to the review, the probationary faculty member will provide the PRT chair with the following information:
  - a. The requested Digital Measures report(s) which summarize 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 also be reported.
  - b. A narrative overview of the file.
  - c. Copies of all articles accepted and/or published, papers presented and other research completed.
  - d. 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.
  - e. Any other material the faculty member requests PRT to consider.
  - f. Any other material requested by 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 that 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. 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.
  - b. Copies of the improvements letters will be retained by the committee to be used for evaluation purposes in subsequent years

7. In the event of non-retention
  - a. A separate list of reasons will be drafted.
  - b. The committee will send the letter to the department chair, and send a copy to the retention (tenure) candidate.
  - c. 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.
8. The PRT may invite probationary faculty to an information-sharing meeting prior to their retention review.
9. 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 two 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
    - 1) Curriculum and course development
    - 2) Innovative approaches to instruction
    - 3) Quality of syllabi, exams, and assignments
    - 4) Maintenance of academic standards and integrity
    - 5) Teaching workload and course variety
    - 6) Supervision of student research and internships
    - 7) Attendance at workshops and seminars on teaching effectiveness
    - 8) Improvement of instruction grant application and funding
    - 9) Preparation of materials employing various media for instructional use
    - 10) Student advising and counseling
  - b. Research
    - 1) Articles, books, and book reviews submitted and/or accepted by refereed and/or non-refereed journals
    - 2) Papers presented at professional programs

- 3) Research grant applications and funding
- 4) Working papers and research in progress
- 5) Maintenance of academic standards and integrity
- c. Professional Public/University Service
  - 1) Public Service
    - (a) Participation as discussant or chair at professional conferences
    - (b) Offices held in community organizations
    - (c) Speeches and workshops conducted
    - (d) Consulting
    - (e) Attendance at professional conferences
    - (h) Attendance at institutes and seminars
    - (i) Participation in University Outreach programs
    - (j) Membership in professional organizations and community organizations in a professional capacity
    - (k) Honors and awards
  - 2) University Service
    - (a) Faculty Senate
    - (b) University committees
    - (c) Department committees
    - (d) College committees
    - (e) Advisor to campus groups
    - (f) Developing library resources
    - (g) 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.

1. 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.
2. Evaluation of misconduct or unethical behavior may be used by PRT in making retention decisions.

G. Promotion. The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.UW-Lax.edu/hr/promo-resources.htm>

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 non-consideration 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 non-consideration review. (Added by unanimous vote, PRT Committee 9/15/97.)

#### H. Tenured Faculty Review and Development

1. 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.
2. 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.
3. 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.
4. The review process is initiated by the dean. Upon receiving notification from the dean, the PRT chair will
  - a. ask the department chair to supply the relevant merit files and scores for review.
  - b. The PRT chair will then circulate the files and scores among the other members of the committee.
  - c. The committee will conduct each review within 30 working days from the dean's notification date.
5. 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.
6. 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.
7. 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.
8. Funds necessary to implement faculty development plans will be provided by the deans or by the appropriate administrative officers.
9. A confidential file of the tenured faculty review will be kept within the department.
  - a. 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.
  - b. A copy of all items in the file of the individual faculty member will be given to that member.
10. When a faculty member accomplishes the agreed upon professional development, the PRT chair will write a letter to the faculty member acknowledging the accomplishment.
  - a. One copy of the letter will be placed in the faculty member's file, and
  - b. A second copy will be sent to the dean.
11. 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.
12. 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.

V.II. Instructional Academic Staff Review: These bylaws establish the Instructional Academic Staff (IAS) Review Committee, and the procedures and criteria for instructional academic staff evaluation and progression.

#### A. Instructional Academic Staff Review Committee

1. The Instruction Academic Staff (IAS) Review Committee will be all members of the instructional academic staff at the rank of lecturer or above who have at least one year of service at UW-L augmented by the Department Chair and the PRT Committee Chair.
2. All committee members will vote during all evaluations except their own. The IAS Review Committee will conduct all reviews and promotion recommendations.
3. The PRT Committee Chair will chair and convene the IAS Review Committee.

#### B. Annual Review

1. In accordance with Faculty Personnel rules UWS 3.05-3.11 and UW-L 3.08, instructional academic staff will be evaluated annually.
2. Prior to the review date specified by the IAS Review Committee, all IAS under review will provide an electronic portfolio related to their teaching, professional development/creative activity/scholarship, and service. Hyperlinked syllabi are required and the IAS member may provide additional evidence if they so desire.
  - a. At least 20 days prior to the review, the department chair will give written notice of the review.
  - b. This evaluation will take place during the first week of the fall semester.
3. The Individual Development Plan (IDP).
  - a. General information about IDPs can be found on the Human Resources webpage at <http://www.UW-Lax.edu/hr/current/IDP/IDP.htm>
  - b. The generic IDP form for the Economics Department can be found on the departmental website.
  - c. At the time of the review an IDP for the current academic year will be jointly created by the IAS member and the IAS Review Committee.  
{updated January 19,2012}

#### C. Evaluation criteria

1. IAS will be evaluated on the basis of their position description as well as the existing IDP, if available.
2. In addition, all IAS will be expected to meet the standard of professional qualification according to the guidelines set by AACSB and the College of Business. These requirements can be found at: [http://www.UW-Lax.edu/BA/faculty/AQ-PQ\\_CBA.pdf](http://www.UW-Lax.edu/BA/faculty/AQ-PQ_CBA.pdf)

#### D. Rating Process

1. Prior to the meeting, each voting member will evaluate the electronic portfolio and submit to the committee chair category scores between zero and three in increments of .1 for each of two performance categories
  - a. Teaching and professional development/ creative activity/scholarship, and service, for each candidate.
  - b. The chair will compile the category scores, apply appropriate performance category weights determined by the position description and IDP to the median rating, and calculate a preliminary overall rating for each candidate.
  - c. Each voting member's category scores will contribute equally to the overall rating.
2. After these scores have been compiled and ratings have been computed, the chair will distribute the results to the committee members prior to the committee meeting.
  - a. Committee members will abstain from discussions about themselves.
  - b. Committee members that need to recuse themselves because of a conflict of interest from voting on individual members will also abstain from discussions.
  - c. After the discussions, committee members may revise their category scores and resubmit them to the committee chair.
  - d. The chair will recalculate the revised category scores to obtain the final overall ratings.
3. For categorization purposes only, the ratings will be rounded to the nearest integer (.5 will be rounded up), with 0 being Unsatisfactory, 1 being Satisfactory, 2 being Significant Performance, and 3 being Exceptional Performance.

#### E. Transmission Process.

1. The committee's final overall rating will be recorded in an evaluation report.
2. Final category scores will be used for establishing the IDP for the upcoming year.
3. A copy of each report and all other documentation regarding the process will be forwarded to the PRT Committee.

#### F. Probationary Review

1. In accordance with IAS Personnel rule UW-L 10.03, initial fixed-term appointments shall include a period of evaluation of at least one semester but not more than two semesters or 12 months.
2. At the end of their first semester the PRT Committee will meet to review the performance of all new appointees on the basis of their position description.

#### G. Promotion Procedures

1. Policies and procedure guiding promotion for IAS are available at <http://www.UW-Lax.edu/facultysenate/committees/ias/pages/CareerProgression.html>.
2. To be considered for Promotion, IAS must submit their Promotion Portfolio to the department chair on or before the date specified by the PRT Committee.
3. The IAS Review Committee will review the promotion portfolio. To be eligible to deliberate and vote on progression recommendations, an IAS member must be at or above the rank a candidate is pursuing for progression. After the IAS Review Committee has completed its review, it will provide a recommendation and the documents to the PRT Committee. The PRT Committee will provide a letter of support for the University Promotion Committee.
4. To be considered and recommended for promotion, a candidate must exhibit excellence in teaching and be engaged in professional development/creative activity/ scholarship, and service.
5. Professional development activities may include, but are not limited to, those activities that can be shown to relate to the IAS teaching or service responsibilities, such as participation in workshops, institutes, seminars, graduate courses, participation in professional organizations or attendance at professional meetings.
6. Creative activities and scholarship include, but are not limited to, 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, as well as working papers and research in progress.
7. Service activities fall into two categories, professional service and university service. The activities to be considered include, but are not limited to:
  - a. Professional Service
    - i. Participation as discussant or chair at professional conferences
    - ii. Offices held in community organizations in a professional capacity
    - iii. Speeches and workshops conducted
    - iv. Consulting
    - v. Attendance at professional conferences
    - vi. Attendance at institutes and seminars
    - vii. Participation in University Outreach programs
    - viii. Membership in organizations in a professional capacity
    - ix. Honors and awards
  - b. University Service
    - i. University committees
    - ii. Department committees
    - iii. College committees



- iv. Advisor to campus groups
- v. Developing library resources
- vi. Other services to university programs

8. All activities required to meet the standard of professional qualification according to the guidelines set by AACSB and the College of Business will be considered for Promotion.

#### H. Appeal Procedures

##### 1. Annual Review

When the IAS member does not agree with the results of the annual review they have the right to appeal this decision. Information on the appeal process is available on the Human Resources webpage under Faculty & Academic Staff at:

[http://www.UW-Lax.edu/hr/current/Unclassified/faculty\\_and\\_academic\\_staff.htm](http://www.UW-Lax.edu/hr/current/Unclassified/faculty_and_academic_staff.htm).

##### 2. Promotion

When a candidate is not recommended by the department for progression they have the right to appeal this decision. Information on the appeal process is available at:

<http://www.UW-Lax.edu/facultysenate/committees/ias/pages/CareerProgression.html>.

{IAS bylaws approved, unanimously, PRT Committee, February 19, 2010}

#### V.III. Non-Instructional Academic Staff Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UW-L 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form:

<http://www.UW-Lax.edu/hr/IDP/IDP.General.Info.html>.

### VI. Governance

#### VI.I Department Chair

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate Bylaws (revised 2006) <http://www.UW-Lax.edu/facultysenate> under the heading "IV. Responsibilities of Departments, Department Members and Department Chairpersons" and "V. The Selection of Department Chairpersons" and "VI. Remuneration of Department Chairpersons." In addition references to chair-related duties are stated throughout the Faculty Handbook [http://www.UW-Lax.edu/HR/F\\_Handbook.htm](http://www.UW-Lax.edu/HR/F_Handbook.htm).

#### VI.II Department Committees

Ad Hoc committees, such as Principles Text Selection, 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, Bylaws and Policies Committee.

##### A. Merit Committee

The Merit Committee bylaws are found in Section IV.

##### B. 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 V.

##### C. 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.

D. Scholarship and Awards Committee

1. Membership

The Scholarship and Awards 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. 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}

E. 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 Economics Assessment Committee will consist of four department members appointed by the department chair. The term of service will be three years beginning with the fall semester, with no more than two members being replaced each year. Reappointments are possible.

3. Responsibilities

- a. Coordinate assessment activities required at the college and university level. Complete necessary reporting and disseminate results to department members.
- b. Facilitate department discussions about student learning.
- c. Provide assistance to the department in all other assessment matters as needed.

F. Bylaws and Policies Committee

1. Membership

The Bylaws and Policies Committee will consist of three members of the department's faculty appointed by the department chair. The term of office will be one year beginning with the fall semester. Reappointments are possible. The committee shall elect its chair.

2. Responsibilities

Duties and responsibilities of the committee shall include:

- a. Conducting an annual review of the department's Bylaws and Policies and forwarding recommended changes to the department.
- b. Providing appropriate phrasing for bylaw and policy changes as needed.

VI.III Department Policies

A. Salary Equity Policy

B. Faculty Leave Policy

1. Introduction

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

2. 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.

3. 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:

- a. Released time from teaching.
- b. Supplies and student/secretarial assistance.
- c. Absorbing the workload of a faculty member on approved leave.
- d. Other assistance approved by a majority of the eligible faculty members. (Added January 2012)

(inserted from old bylaws and approved January 19, 2012)

C. Sick Leave Policy

Department members will account for sick leave in adherence to the most current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>.

D. Independent Study Policy

Eco 305, 308 and 340 may be offered as independent study classes only with the approval of the majority of the department. (Approved at April 26, 2006 department meeting)

E. Scholarship Application Policy

To be eligible for scholarships awarded by the Economics Department, students are required to complete the scholarship application process with the UW-L Foundation. (Approved at April 26, 2006 department meeting)

F. Travel Reimbursement Policy (approved January 21, 2011)

Principles:

Department members should apply for funds from outside sources when appropriate. International travel should be funded by international travel grants. Department members should not expect to receive funding for

international travel without having applied for an international travel grant. Travel for administrative purposes, such as search and screen, or AACSB affiliated, or assessment related, etc. should be funded by the Deans office.

Process:

1. Each academic year Anticipated Travel Forms should be filled out and presented to the department chair by September 15<sup>th</sup> for each conference the department member would like to attend. Should a department member wish to travel to more than one conference, s/he should rank order their requests. The department chair will then use the anticipated travel budget and the guidelines below to budget travel for the year. The chair will then communicate to the department members the requests that can be funded.
2. If travel plans change, faculty members should inform the chair immediately so that the travel funds may be reallocated to unfunded travel proposals using the guidelines below.
3. A campus absence form should be filled out one week prior to departure.
4. A Travel Expense Report (TER) should be filled out promptly upon return from travel. This ensures that the chair can monitor expenditures relative to the anticipated budget and make necessary adjustments.

Priorities in allocating travel money:

The first priority for the department travel funds is to fully fund at least one professional conference for each department member. Should the pool of travel funds be nominally oversubscribed based on the first choice of department members the chair can - at her/his discretion – approve travel requests for less than full funding so as to increase the number of department members able to travel to at least one conference. If the pool is more than nominally oversubscribed the chair can distribute funds based on the prioritization below. Once all requesting individuals have at least one conference funded, the remainder of the funds should be distributed based on the prioritization below.

Priorities for the chair to weigh, in approximate order of importance:

1. papers accepted for presentation;
2. appearance on the conference program as chair or organizer or discussant;
3. untenured ranked faculty;
4. recent history of success with converting presentations into publications;
5. longer amounts of time since last travel grant.

## VII. Search and Screen Procedures

The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and Wisconsin State regulations.

### A. Tenure-track faculty

1. The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at [http://www.UW-Lax.edu/hr/recruit/Faculty\\_Recruitment/Faculty.Recruitment.Hiring.Guidelines.pdf](http://www.UW-Lax.edu/hr/recruit/Faculty_Recruitment/Faculty.Recruitment.Hiring.Guidelines.pdf)
2. UW-L's spousal/partner hiring policy can be found at <http://www.UW-Lax.edu/hr/unclasspp.html#spouse.partner.employment>

### B. Instructional Academic Staff

Hiring policy and procedures are found at <http://www.UW-Lax.edu/hr/fac.recruit.html>.

### C. Contingency Workforce (Pool Search)

Hiring policy and procedures are found at <http://www.UW-Lax.edu/hr/instr.acst.POOL.search.htm>

### D. Academic Staff

Hiring policy and procedures are found at <http://www.UW-Lax.edu/hr/acst.recruit.html>.

## VIII. Student Rights and Obligations

### A. Complaint, Grievance, and Appeal Procedures

The Economics Department follows UW-L's policies for handling student complaints, grievances and appeals, which can be found at <http://www.UW-Lax.edu/studentlife/Policies.htm>

### B. Expectations, Responsibilities, and Academic Misconduct

The Economics Department follows UW-L's policies for academic and nonacademic misconduct, which can be found at <http://www.UW-Lax.edu/StudentLife/uws14.html> and <http://www.UW-Lax.edu/StudentLife/uws17.html>.

## IX. 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.
  - a. To maintain high quality instruction scheduling will acknowledge the trade-offs involved in workload defined as the resources and time devoted to teaching, scholarly activity, and service.
  - b. The trade-offs within teaching workload consider resources and time devoted to classroom contact, classroom preparation, and summative and formative activities related to student learning.
  - c. An increase (decrease) in one activity will necessarily require a decrease (increase) in other activities.
  - d. Trade-offs within the academic year may also be considered.
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 interests will be maintained. For each department member, it will include a "strength of preference" indicator, on a 1 to 3 scale, with 1 = very interested in teaching and 3 = 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.

University of Wisconsin - La Crosse Ranked Faculty Workload Policy states that individual workload is determined by the department. Accountability for that determination shall rest with the department. University of Wisconsin - La Crosse Instructional Academic Staff Workload Policy defines Total Workload as a standard minimum teaching load plus additional workload equivalency activities.

1. The department chair will schedule classes consistent with an expected department average SCH/FTE of no more than 10% of the college target each semester.

2. Individual tenure track faculty with SCH/FTE exceeding 20% of the college target SCH/FTE should receive overload payments.
3. Attempts will be made to establish enrollments in course sections for both faculty and Instructional Academic Staff as follows:
  - 30-40 students in 100 level General Education courses
  - 25-35 students in courses above the 100 level that are not writing emphasis
  - 20-30 students in writing emphasis or writing intensive courses and intermediate theory courses required for the major.
4. The teaching load standard for full-time Instruction Academic Staff is twelve hours. Instructional Academic Staff with additional workload equivalency activities that meet the College of Business Administration Criteria and Policies for Classification of Faculty Academic Qualifications and Sufficiency as a participating member will have the same course capacity limits established above. Those not meeting the participating member guidelines may have an additional three hours of instruction or a larger course capacity.
5. The typical teaching load standard for ranked faculty is twelve hours, four classes, and 2 preparations. Ranked faculty meeting the scholarly productivity guidelines of the CBA will have a reduced teaching load of three classes with two preparations. Faculty not meeting the scholarly productivity guidelines will be expected to meet a higher SCH/FTE teaching load, but have lower course capacities. Faculty with no scholarly activity and no service will not have a reduction in course capacities. Verification of scholarly activity and service will be from the electronic portfolio. A biannual review of scholarly activities is conducted by the dean's office using information contained in ranked faculty members' electronic portfolios.
6. A faculty member may request a reduction in teaching load (section reduction or enrollment reduction) as long as academic year workload is not reduced. A reduction in teaching workload is matched with a corresponding increase in workload within the academic year. A balanced offering of courses must be maintained. If there are too many requests for teaching load reductions in a given semester, the chair will give priority to faculty whose past record indicates greater potential for productive use of released time.
7. Upper division classes will vary in size, depending upon instructor responsibilities and student demand. Instructors with low enrollments in upper division classes may be requested to increase enrollments in principles classes to help meet department SCH/FTE targets.
8. 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.
9. Every reasonable effort will be made to equitably balance the individual teaching loads over time. Relevant factors include, but are not limited to:
  - a. number of preparations
  - b. class meeting times
  - c. number of new preparations
  - d. number of students, and
  - e. contribution to department objectives.

#### D. Summer/J-term/Overload Appointments

1. Eligibility
  - a. Only full-time, tenure track faculty members with terminal degrees in economics are eligible to share in the summer and J-term session allocations.

- b. Faculty members granted a two or more consecutive semester unpaid leave are not eligible for a department summer or J-term allocation in the state fiscal year(s) for which the leave is granted.

2. Class Schedule

- a. The department chair will establish the summer and J-term schedule to meet student demand.
- c. The chair will put out a call for interest in teaching summer, J-term, and any needed overload courses each year.
- d. If the supply of faculty wishing to teach exceeds the available courses, then the courses shall be allocated to faculty using the following criteria in order:
  - i) preference will be to comply with any college/university requirements
  - ii) preference will be given to faculty members in reverse order of length of time since last having taught summer, J term and/or an overload course.
  - iii) After announcing his/her intended retirement date, a faculty member will be given his/her first choice for a maximum of three courses in J-term and or summer sessions. If the faculty member does not retire by the announced date, s/he will given last preference for 3 years.
  - iv) preference will be given to the faculty member with seniority.
- e. Unfilled Positions
  - 2) If courses remain, the chair may seek other instructors, first inside and then outside of the department, to teach needed classes.

4. Summer Administration Position

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

{revised 12-13-2013}