COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike out any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Are proposed changes those of College □ or Department □ procedures? (check one)
2. Date that current proposed changes were sent forward 11/12/10
3. Department or College initiating proposed changesDepartment
4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").
   Periodic review of department personnel procedures.
5. The proposed changes have been approved by the faculty of the College □ or Department □. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. 12-15-10
Chair, Department Personnel Committee Date
Signature on file. 12-15-10
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. 12-16-10
Chair, College Personnel Committee Date
Signature on file. 12-16-10
College Dean Date
Signature on file. 3-23-11
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)
S'11 F'11 2015-2016
Approval Date Effective Date (see attached) Date of Next Review
n/forms: personnel procedures cover
DEPARTMENT OF ECONOMICS
Personnel Policies and Procedures
Retention, Tenure and promotion

1. Professional Preparation

Promotion to the rank of Associate Professor or Full Professor requires the possession of a Doctorate in Economics from an accredited institution of higher learning.

2. Teaching Effectiveness

The University considers teaching effectiveness as a primary criterion for retention, tenure and promotion. Consequently, the following materials will be used to assess the teaching effectiveness of a candidate:

i. Tabulated results of the annual student evaluation questionnaire conducted by the College of Business and Economics in accordance with Section 600 of the University Administrative Manual.

ii. Sample materials, such as syllabi, exams, handouts and class-related websites, which shall be included in the candidate’s Professional Information File.

iii. Written reports of class visits by the Department Chair and the Department Personnel Committee (or their respective designees) at pre-announced times as described in Section 600 of the University Administrative Manual. Copies of the written reports are given to the candidate 10 days prior to placement in the candidate’s Personnel Action File.

iv. Student Consultation: A notice shall be posted on the Department bulletin and web page advising that students may consult with the Department Chair and the Department Personnel Committee concerning members of the Economics Faculty being considered for retention, tenure or promotion. Students shall be informed that comments made about a member of the faculty of the Department of Economics are treated in strict conformity with the procedures specified in Section 600 of the University Administrative Manual.

3. Contribution to the Field of Study

Evidence of substantial achievement and continued growth as a scholar is required for both promotion and tenure. Promotion from the rank of Assistant Professor to Associate Professor requires at least three publications (from the date of the letter of appointment to a regular tenure track position). Promotion from the rank of Associate Professor to Full Professor requires at least three publications (from the date of the
letter of appointment to Associate Professor. In each case, two of the three required publications must contribute to the literature of the discipline of economics and must develop, apply, or test economic or econometric theory. A third paper may be in economics, a related field, or a contribution to enhance pedagogy in the field of economics. Promotion from the rank of Assistant Professor to Associate Professor and from the rank of Associate Professor to Full Professor also requires that the requirements for Academic Qualification as specified in the College of Business and Economics Faculty Handbook be met.

4. Contributions to the University and the Community

The Department’s criteria are consistent with Section 600 of the University Administrative Manual and the College of Business and Economics Faculty Handbook.

5. Professional and Personal Responsibilities

The Department’s criteria are consistent with Section 600 of the University Administrative Manual and the College of Business and Economics Faculty Handbook.