

CONSTITUTION
DEPARTMENT OF ECONOMICS
THE UNIVERSITY OF TENNESSEE

The purposes of this constitution are to establish the overall organization of the Department and to provide for the cooperation, advice and consent of the Departmental Faculty in the conduct of the Department's affairs, all within the general framework of the organization and regulations of the College of Business Administration and The University of Tennessee.

I. Faculty Membership in the Department

Membership of the faculty of the Department of Economics shall consist of all persons holding Departmental appointments as Lecturers, Instructors, Assistant Professors, Associate Professors, and Professors.

Voting membership of the Department shall consist of all those faculty members who have been appointed to tenure or tenure-track positions in the Department. This includes persons on joint appointments with the Department of Economics and some other research, administrative, or teaching department, bureau, or office within the University. All such persons shall enjoy full voting membership in the Department.

Faculty members appointed to non-tenure-track positions in the Department shall be regarded as non-voting members of the Departmental faculty.

Faculty members who are on full- or part-time leaves of absence (or reduced-time) shall enjoy the voting status that would be available to them were they not on leave.

II. Departmental Meetings

A. Departmental meetings shall be held at least twice per quarter during the academic year. Additional meetings may be called by the Department Head or at the written request of twenty-five percent of the faculty. One-half the voting membership of the faculty shall constitute a quorum. A simple majority of those present and those sending proxy votes and/or absentee ballots shall decide an issue. Proxies specific to particular items on the agenda may be given by one faculty member to any other voting member.

B. The Department Head shall serve as chairman of Departmental meetings. Meetings shall be conducted in accordance with Robert's Rules of Order. Minutes of the meeting and reports submitted to the faculty shall be kept and made available to the faculty.

C. The initial agenda for regular Departmental meetings shall be prepared by the Department Head and circulated in written form among the faculty at least five calendar days prior to the meeting. Additional items may be suggested by individual faculty and, at the discretion of the Department Head, be added to the agenda for the forthcoming meeting. Alternatively, items may be placed on the agenda by written petition of twenty-five percent of the voting faculty. All such additions to the agenda must occur at least three days prior to the meeting.

In addition, agenda items may originate in Departmental committees as described in III. A. (1) and (2).

III. Departmental Committees and Offices

A. Standing Committees and Offices

The following standing committees and offices shall be created, and they shall assume the responsibilities as described.

(1) Undergraduate Studies Committee.

(a) This committee shall be concerned with all matters relating to the undergraduate curriculum: course offerings, requirements for the economics majors, and the like. Proposals with regard to such matters may be submitted to the committee by individual faculty members. It shall be the duty of the committee to discuss such proposals with interested faculty members and to place such proposals, along with a committee report, on the Departmental meeting agenda. Final decisions on these matters shall rest with the Department.

(b) The committee shall consist of five faculty members and two undergraduate students, one economics major from the College of Business Administration and one from the College of Liberal Arts. The faculty members, including the chairman of the committee, shall be appointed by the Department Head. The student representatives shall be chosen by the undergraduate economics students' association.

(c) The committee shall meet at least once each quarter. The time and place of meetings shall be made known to the faculty; any faculty member shall have the right to attend any meeting and to be heard. Minutes of committee meetings shall be kept and made available to faculty on request.

(d) The Chairman of the Undergraduate Studies Committee shall be responsible for the coordination of undergraduate advising.

(2) Graduate Studies Committee.

(a) This committee shall be concerned with all matters relating to the graduate curriculum: degree offerings, requirements for graduate degrees, graduate course offerings, and the like. Proposals with regard to such matters may be submitted to the committee by individual faculty members. It shall be the duty of the committee to discuss such proposals with interested faculty members and to place such proposals, along with a committee report, on the Departmental meeting agenda. Final decisions on these matters shall rest with the Department.

(b) The committee shall consist of five faculty members, including the Director of Graduate Studies, and two graduate students in economics. Faculty members shall be appointed by the Department Head. The student representatives shall be chosen by the economics graduate students' association. The Director of Graduate Studies, appointed by the Department Head, shall be the ex officio chairman of the committee.

(c) The committee shall meet at least once each quarter. The time and place of meetings shall be made known to the faculty; any faculty member shall have the right to attend any meeting and to be heard. Minutes of committee meetings shall be kept and made available to faculty on request.

(d) The committee, through its chairman, shall be responsible for the coordination of graduate student advising.

(3) Graduate Admissions, Awards, and Records Committee.

(a) This committee shall be concerned with the recruitment and evaluation of applicants for admission to various graduate degree program. Within admission standards and guidelines established by the University, the College of Business Administration, and the Economics Department as a whole, it shall decide, by majority vote, whether individual applicants are to be admitted. It shall also recommend a ranking of applicants for graduate assistantships and other forms of financial aid for use in the context of the Department Head's deliberations concerning such appointments.

(b) The committee shall consist of three faculty members including the Director of Graduate Studies who shall be the ex officio chairman of the committee. The other two members shall be elected by the Departmental faculty.

(c) The committee shall meet as often as necessary to ensure timely action on matters under its jurisdiction. The time and place of meetings shall be made know to the faculty who individually shall have the right to attend. In addition, any individual faculty member shall have the right to submit written recommendations to the committee.

(d) The committee under the direction of its chairman – the Director of Graduate Studies – shall be responsible for the maintenance of all graduate students' records, preliminary and qualifying exam scores, copies of examination questions, and all other student-related information necessary to the operation of the graduate program.

(4) Committee on Promotion to Rank of Associate Professor.

(a) This committee shall consist of all Professors and Associate Professors who hold tenure in the Department of Economics. Its purpose shall be to make recommendations to the Department Head with regard to candidates for promotion to the rank of Associate Professor.

(b) The Department Head shall preside at meetings of the full committee and shall be responsible for calling meetings of the committee. The time and place of meetings shall be made known to committee members ten calendar days in advance.

(c) Ad hoc subcommittees shall be constituted to consider in depth the teaching, research, and public and institutional service effectiveness of individual candidates and to render a report to the committee as a whole. Such subcommittees and their membership shall be established by procedures acceptable to at least a majority of the full committee.

(d) Two-thirds of the committee membership being in attendance shall constitute a quorum for conducting business. Issues shall be decided by a simple majority of votes cast. Voting shall be by secret ballot, with votes to be counted independently by two committee members designated by the presiding officer.

Absentee ballots shall be allowed if the absentee voter is willing to relinquish any claim to anonymity vis-à-vis the two committee members counting the votes. An absentee ballot carrying the signature of the absentee voter must be delivered in writing to each of the two committee members discharging this responsibility. There shall be, however, no further disclosure of the nature of the vote.

(5) Committee on Promotion to Rank of Professor.

This committee shall consist of all Professors who hold tenure in the Department of Economics. Its purpose shall be to make recommendations to the Department Head with regard to candidates for promotion to the rank of Professor. Operational rules for the committee shall be equivalent to those indicated above in III. A(4) (b), (c), and (d).

(6) Tenure Committee.

This committee shall consist of all tenured members of the Departmental faculty. Its purpose shall be to make tenure recommendations to the Department Head in situations in which tenure decisions must be made separate and apart from promotion recommendations and decisions. The operational rules for this committee shall be equivalent to those indicated above in III.A. (4) (b), (c), and (d). In unusual circumstances, operational procedures may be altered by majority vote of the committee.

(7) Seminar Committee.

This committee shall consist of one faculty member, who shall be its chairman, and one economics graduate student. It shall be responsible for the arrangement of Departmental seminars. The faculty member shall be appointed by the Department Head; the graduate student member shall be elected by the Graduate Students' Association.

(8) Policy Committee.

This committee shall consist of the Director of Graduate Studies, the Chairman of the Undergraduate Studies Committee, and three other faculty members – one Professor, one Associate Professor, and one Assistant Professor – elected individually by the faculty in the three ranks. The purpose of this committee shall be to offer advice to the Department Head with

regard to policy matters and policy implications of operating and procedural matters. The chairman of this committee shall be elected by its members.

(9) Library Representative.

The Department Head shall appoint one faculty member to be the Department's Library Representative. The duties of this office shall include the establishment and maintenance of liaison with University of Tennessee libraries, the assuming of departmental responsibility for library book ordering, and the like.

(10) Recording Secretary.

The Department Head shall appoint one faculty member to act as the Department's Recording Secretary. The Recording Secretary shall keep minutes of Departmental meetings, and shall distribute those minutes among the faculty.

B. Other Offices and Ad Hoc Committees

Various ad hoc committees may be constituted, under the appointment and direction of the Department Head, to deal with particular matters that occur periodically or sporadically. Matters that occur periodically include: (i) the make-up, administration, and grading of qualifying examinations in the fields of specialty offered by the Department in its graduate programs, (ii) the recruitment of faculty, and (iii) the job placement graduate students.

(1) Graduate Examinations Coordinator and Examining Committees.

With regard to (i), either the Department Head or his delegated representative shall act as a Graduate Examination Coordinator to assign or recruit faculty to ad hoc committees whose purposes shall be to make-up and grade qualifying of preliminary examinations in subject matter fields as required by the Department's graduate programs.

The Graduate Examinations Coordinator shall also have responsibility, in consultation with the Department Head and the Director of Graduate Studies, for establishing schedules for such examinations, organizing the examination preparation and grading process, recording examination grades, and transmitting appropriate records to the Graduate Admissions, Awards, and Records Committee.

(2) Recruiting Officer and Recruiting Committees.

With regard to (ii), either the Department Head or his delegated representative shall act as a Recruiting Officer whose primary duty shall be to oversee the organization of ad hoc committees to engage in the screening and interviewing process designed to establish a pool of candidates for faculty position vacancies when they arise in the Department.

The Recruiting Officer shall also have responsibility for overseeing the advertising of position vacancies, the processing of position applications, the arranging and scheduling of interviews, and the keeping of all records necessary for the recruitment and appointment of new

faculty members, all in keeping with the letter, spirit, and intent of Equal Employment Opportunity and Affirmative Action procedures at The University of Tennessee.

(3) Graduate Students' Placement Officer.

With regard to (iii), either the Department Head or his delegated representative shall act as a Graduate Students' Placement Officer whose primary duty shall be to organize and oversee faculty and student activities designed to aid economics graduate students in their search for employment. Duties here shall include the advising of students seeking employment, corresponding with institutions or agencies who are potential employers, and the keeping of records germane to these activities.

(4) Other Departmental Offices, Committees, and Representatives on College or University Committees.

Other Department offices and/or committees may be required from time to time. Such positions may be filled by Department Head appointment, faculty nomination and election, or some other means in keeping with the procedures of the College and the University.

IV. Ratification and Amendment of This Constitution

Ratification of this constitution may be accomplished by majority vote of the Departmental Faculty. Subsequent to ratification, it may be amended by two-thirds majority vote of the voting faculty as defined herein.

Ratified by unanimous vote of the Department of Economics: March 11, 1980.

Constitutional Amendments
Department of Economics
The University of Tennessee

V. Amendments

A. Department meetings shall be held at least once per quarter during the academic year.

Passed with one dissenting vote, at the meeting of the Departmental Faculty, March 14, 1983. (Rewords IIA line one, of the Departmental constitution.)

AMENDMENT TO THE DEPARTMENT OF ECONOMICS CONSTITUTION

Approved by the faculty Wednesday, January 16, 1985

The Constitution of the Department of Economics shall be amended so that III. A. (1) (b) will read: "The Committee shall consist of five faculty members. The faculty members, including the chairman of the committee, shall be appointed by the Department Head."

Constitutional Amendment,

Amendment stated below was voted on at departmental faculty meeting, 11/19/86. Passed unanimously.

III.A. (3) (b) will read:

“The committee shall consist of three faculty members including the Director of Graduate Studies, who shall be the ex officio chairman of the committee, the recruitment officer, and a third member appointed by the Department Head.”

DEPARTMENT OF ECONOMICS
FACULTY MEETING
January 24, 1992

Agenda

**Revision of Department Constitution

A recommendation from the Graduate Studies Committee dated January 10 to revise III(A)3 b and c in the Department Constitution.

A new paragraph which would become III(A)3b would read:

“The committee shall be concerned also with the evaluation currently enrolled students in the various graduate degree programs. During the second semester of the academic year, it shall recommend a ranking of currently enrolled students who are applicants for renewal of graduate assistantships and other forms of financial aid for use in the context of the Department Head’s deliberations concerning such appointment for the following academic year.”

The current paragraph III(A)3b would be renumber as III (A) 3c and would be amended to read: “The committee shall consist of three faculty members including the Director of Graduate Studies who shall by the ex officio chairman of the committee. The other two members shall be appointed by the Departmental Head.”

The current paragraph II(A)3b reads: “The committee shall consist of three faculty members including the Director of Graduate Studies who shall be the ex officio chairman of the committee, and the recruitment officer. The third member will be appointed by the Department Head.”