

BY-LAWS
COLLEGE OF LIBERAL ARTS AND SCIENCES
DEPARTMENT OF ECONOMICS
UNIVERSITY OF FLORIDA
(As Amended 22 October 2015)

I. Membership

(A) The members of the department shall be all those faculty members who hold the rank of Lecturer or above in the departmental budget and such other persons who teach in or do research in the department and are accepted by department vote. Interim instructors and Visiting Professors are not considered members of the department.

(B) Each of the department faculty, as defined above, will have one vote on all matters of curriculum and research and for these matters 60% of the members shall constitute a quorum. For all matters except curriculum and research, only regularly budgeted members of the department shall have one vote, and for these matters, 60% of these members shall also constitute a quorum.

II. Specific Duties of Department Officers

(A) Department Chair (DC)

(i) The DC appoints the Associate Department Chair, Graduate Coordinator, and Undergraduate Coordinator.

(ii) The DC is an ex officio member of all department and student supervisory committees. (Ex officio means “by virtue of office”; ex officio members have full voting rights. They need not be, and usually are not, the chair of committees.)

(iii) The DC chairs faculty and departmental meetings.

(iv) The DC is ultimately responsible for ensuring that required reports as referenced in this document are appropriately compiled and disseminated.

(v) Other specific duties and responsibilities of the DC are stated elsewhere in this document.

(vi) In the anticipated absence of the DC, the DC appoints an Acting Chair for the period of time of the absence and disseminates this information in a timely manner to faculty, staff, and graduate students.

(B) Associate Department Chair (ADC)

(i) The ADC is appointed by the DC.

(ii) The ADC normally assumes the role of Acting Chair in the DC's absence.

(iii) The ADC provides advice to the DC concerning departmental academic affairs.

(iv) The ADC is assigned specific tasks to assist the DC (e.g., curriculum and course scheduling, enrollment management, support of extracurricular student programming).

(v) The ADC serves as Undergraduate Coordinator.

III. Appointments

(A) The DC is nominated by the Dean of the College of Liberal Arts and Sciences after formal consultation with a committee of the department elected by its tenured members. The nomination is forwarded to the university president for his or her approval. In those instances where the nominee of the dean does not receive a majority of the votes of the members of the special committee elected by the tenured members of the department, this special committee will prepare a dissenting report to be forwarded to the university president along with the dean's nomination.

Periodic review of the department chairship shall be made as specified in Section 4.3 of the By-Laws of the College of Liberal Arts and Sciences.

(B) Nominations for appointment of faculty members of the department shall be made by the DC and shall be submitted to the Dean of the College of Liberal Arts and Sciences for approval or rejection and, in the event of approval, for transmission to the university's president.

The nominations made to the dean will be accompanied by the opinion of the faculty.

IV. Promotions

(A) Recommendations for the promotion of faculty shall be made by the DC and shall be submitted to the college's dean for approval or rejection and, in the event of approval, for transmission to the university's president for action.

Promotions to associate professorship shall also be considered by the members of the department who hold this rank or the rank of full professor (Group I). The summary of the opinions of this group, including a tally of the approvals and disapprovals, shall accompany the recommendation.

Promotion to full professor is similar to that of associate professor except that the appointment is to be considered only by the full professors of the department (Group II).

At least once a year, the DC will meet formally with each of the above two groups for consideration of promotions to the ranks of associate or full professor.

Any faculty member whose promotion is denied after recommendation by the DC shall be informed.

V. Tenure

The Procedures for obtaining tenure shall be those contained in Article V, Section 5, of the university's constitution, except that, section 5-F(V-A) is augmented with the following provision:

The DC shall formally consult with the tenured members before recommending to the dean that a nontenured member have his or her appointment terminated; and shall provide the dean with a summary of the opinions of the tenured faculty, including a tally of approvals and disapprovals.

VI. Miscellaneous

(A) The advisory committee to the DC shall consist of four members – the ADC and one additional member from each of the professorial ranks. The three rotating members – in addition to the ADC – are nominated by the DC and voted on by the members of the department.

The duties of the committee shall be to advise the DC at the request of the DC or of any committee members.

The members of this committee shall be elected at the beginning of each fall semester and their terms of office shall be for one year, beginning immediately upon election.

(B) The DC will appoint two standing curriculum committees from the members of the department, one specializing in graduate offerings, the other in undergraduate offerings. Each committee will consist of three members, and will meet formally once a year early in the fall semester, and additionally as necessary in the judgment of its chair. The graduate committee chair will be the graduate coordinator and the undergraduate committee chair will be the undergraduate coordinator.

It will be the function of the committees to formulate overall curriculum goals for their respective areas, and to foster curriculum development consistent with these goals. They will review existing offerings and, after consulting formally with affected parties, will propose to the department such changes as they deem appropriate. In addition, they will study new course proposals initiated by department members and issue opinions on the merits of the proposals relative to overall curriculum goals.

(C) Notice of department meetings will be circulated at least five days in advance of meetings. Each notice will contain an agenda. Minutes of each meeting will be distributed before the next meeting.

(D) Change in By-Laws can be made by a majority vote at any department meeting; however, proposed changes must be distributed at least two weeks in advance of the meeting considering the changes. Furthermore, department members unable to attend such a meeting will be allowed to file their proxies with any member who attends.