Guidelines for Governance:
Revised and Amended, November 11, 2015

Department of Economics, College of Arts and Sciences, American University

Department Council

The Department Council comprises all tenure-line faculty, term faculty with multi-year appointments, term faculty on one-year contracts in at least their third year of continuous service, faculty with joint appointments with the Economics Department, and an elected Ph.D. student member. The Council does not include emeritus or emerita faculty, affiliate faculty, adjunct faculty, term faculty on one-year contracts with less than three years of service, or visiting faculty of whatever rank. However, term faculty on one-year contracts prior to their third year of continuous service may attend Council meetings as nonvoting members.

When present at a Council meeting, each Council member has full voting privileges on the Council. If unable to be present for a Council meeting, members of the Department Faculty may vote by submitting a written proxy to the Chair before the Council meeting.

The Department Council is charged with determining the operating policies and procedures of the department and all matters of educational policy including the approval of new or revised programs, pursuant to the applicable regulations and policies of the University. The Council makes recommendations to the Dean for the appointment of a department chair and decides upon the recommendations made by the Chair for committee assignments. The Council also discusses and approves (by majority vote) the assessment reports from the Undergraduate Studies Committee and the Graduate Studies Committee, which it then forwards to the Chair.

During a chair search process, the Council provisionally delegates its relevant authority to an ad hoc Chair Search Committee. (It may reclaim this authority at any time by a vote of one-half the Council members.) Guided by the recommendations of the Chair Search Committee, the Council makes a recommendation to the Dean on appointment of the Department Chair.

The Chair of the Department is the Chair of the Department Council. The Chair will convene the Council at least once each semester.

Chair

The Chair is the academic leader of the department and is responsible for the professional development of the department faculty. The Chair is responsible for conceiving, shaping, and implementing existing and new academic programs in order to promote the improvement of the Department and the Department Faculty.
The Chair coordinates all facets of departmental operation and oversees the administrative functioning of the department, including course scheduling. The Chair will appoint faculty advisers and program directors for all graduate and undergraduate programs.

The Chair reports to the Department Council and to the Dean of CAS. Though responsibilities may be delegated, the Chair remains responsible for ensuring that all major departmental functions are carried out in such fashion that all interested parties are informed, that the obligations set by the office of the Dean of CAS are met punctually, and that University-stipulated procedures are followed.

The Chair makes recommendations to the Dean of CAS for faculty hiring and reappointment, for faculty promotion and tenure, and for faculty salaries.

The Chair will sit on the Search Committee. The Chair will not sit on the Merit Pay Committee. Except where prohibited by AU regulations (as with the Rank and Tenure Committee when it considers individual faculty actions), the Chair may choose to sit on other departmental committees, whether ad hoc or standing.

Subject to approval and appointment by the Dean of CAS, the Chair of the Department of Economics is selected by the department Council by means of the department's chair-search process. The chair-search process commences when the Council creates a Chair Search Committee in accordance with department guidelines for ad hoc committees and in accordance with applicable University policies.

The Chair's term of office is ordinarily three years. Subject to approval and appointment by the Dean of CAS, the Council may recommend that the Chair's term of office be renewed for up to an additional three years. Under extraordinary circumstances, the Dean of CAS may be petitioned by a two-thirds vote of the Council to terminate the Chair’s term of office at the end of any academic year.

**Standing Committees**

The Chair will annually propose a slate of candidates for each standing committee. The slates are voted upon by the Department Council, which may modify any slate of candidates by simple majority vote. The Council may at any time alter the membership of a standing committee by simple majority vote.

**Graduate Studies Committee and Undergraduate Studies Committee**

The Undergraduate Studies Committee (USC) will have at least three faculty members; it is charged with conducting the department’s annual assessment evaluation of undergraduate programs. The Graduate Studies Committee (GSC) will have at least three faculty members; it is charged with conducting the department’s annual assessment evaluation of graduate programs. The program directors and Chair will serve on these committees ex officio if they are not elected members. When willing candidates are available, the Chair may request that a student representative to each committee be elected by and from the Department Council.
Search Process and Search Committee (Tenure-Line and Term Searches)

The tenure-line faculty members are responsible for advising the chair on all matters regarding requests for tenure-line positions including the definition of fields of search, rank, etc. During a search for new tenure-line faculty, the tenure-line faculty provisionally delegate their relevant authority to a Search Committee, the members of which are nominated by the Chair and approved by the Council (subject to approval of the Dean of CAS and DAA). The tenure-line faculty may reclaim this authority at any time by a vote of one-half the said faculty. Guided by the recommendations of the Search Committee, the tenure-line faculty make recommendations to the Chair on the hiring of new tenure-line faculty and must vote on all proposed tenure-line hires.

The Search Committee for tenure-line searches will consist of at least four elected members of the tenure-line faculty. In addition, the Chair will serve ex officio. When a willing candidate is available, the Council may (at its discretion) appoint one PhD student to the Search Committee as a non-voting member.

The Search Committee is the initiating body for decisions pertaining to the hiring of tenure-line faculty. It chooses the candidates to interview and selects the candidates to bring for campus visits. The Search Committee presents its recommendations for tenure-line hiring to the tenure-line faculty, and if the tenure-line faculty approves the recommendations, the Chair will forward the recommendations to the Dean of CAS and DAA.

The department chair has primary responsibility for the hiring of term faculty to meet departmental teaching needs, subject to the relevant university regulations. At the discretion of the chair, search committees for particular term positions may be created when deemed necessary. Such committees may consist of any full-time faculty (term and/or tenure-line) nominated by the chair, subject to approval of the Council and Dean.

Rank and Tenure Committee

The Rank and Tenure (R&T) Committee comprises all tenured faculty members, not including emeriti, unless excluded by AU regulations. Faculty who have a separate vote or voice in faculty actions, such as the Chair or any faculty member serving as a dean or provost, are excluded from all R&T meetings that consider individual faculty actions. R&T Committee votes on faculty actions are in-person, phone or Skype (or its equivalent) discussion. No proxy votes are accepted. Term faculty and tenure-track faculty are not members of the R&T committee.

Working on the basis of University and Department criteria, the R&T committee is responsible for making recommendations to the Chair concerning the following: appointment of new tenure-track faculty, promotions in rank, tenure decisions, tenure-track reappointments, and leaves of absence including sabbaticals. The Rank and Tenure committee will additionally make recommendations about the appointment, reappointment, or promotion of term faculty, in compliance with College or University rules. In cases involving the promotion of term faculty in rank, current term faculty may be appointed to advisory subcommittees of the R&T committee to make recommendations to the full committee regarding those candidates. These term faculty
members must be nominated by the chair of the R&T committee and approved by the full R&T committee.

**Merit Pay Committee**

The Merit Pay Committee for tenure-line merit reviews will consist of five tenure-line faculty members, nominated by the Chair and approved by the Council. When possible, the committee should include at least one assistant professor, associate professor, and full professor. Service on the committee should rotate so that all faculty members serve roughly the same amount of time. The Merit Pay Committee is charged with evaluating the research, teaching, and service of tenure-line faculty, for purposes of merit pay increases. The evaluations of the Merit Pay Committee may also be used in teaching load decisions, as directed by the Department Faculty.

In addition, insofar as it is permitted by CAS and DAA rules, a Merit Pay Committee for term faculty may be appointed by the Chair with approval of the Council. Such a committee will consist of two term faculty members and one tenure-line faculty member who will rotate annually.

**Ad Hoc Committees**

At the request of the Chair or under its own initiative, a simple majority of the Council may at any time create additional department committees on an ad hoc basis. Such committees are usually created to handle specific questions of immediate concern to the department. The Council may at any time alter the membership of (or disband) an ad hoc committee by simple majority vote.

**Steering Committee**

Following the rules for constituting ad hoc committees, the Department Council may create a Steering Committee to provide advice and counsel to the Chair. The Council may set requirements for the frequency with which this body meets with the Chair. If created, the Steering Committee will have at least two members elected from the Department Faculty. The Steering Committee is convened at the discretion of the Department Chair or as specified by the Council. The Department Chair should seek its advice on all important matters of policy.

**Chair Search Committee**

Following the rules for constituting ad hoc committees, the Department Council may create a Chair Search Committee, subject to the approval of the Dean of CAS (who may add outside members if desired). This committee will screen prospective candidates and report to the department Council, which will then forward its collective recommendation to the Dean of CAS.

**Governance Committee**
Following the rules for constituting ad hoc committees, the Department Council may create a Governance Committee to consider proposed amendments to these Guidelines for Governance. The Governance Committee will report to the Department Council on the proposed amendments and its recommendations. The Council will meet to consider this report and vote on the proposed amendments. A proposed amendment is accepted if at least 2/3 of those voting vote in favor. Faculty who cannot be present at the meeting may cast votes by proxy. Any proxy votes must be delivered to the Chair in written form (e.g., by email) before the meeting.

There is no other method for altering or amending these Guidelines for Governance.