George Mason University

Department of Economics

By-Laws

Approved, Voted on: XXX

**I. General Policy Making Powers**

All policy-making authority not specifically held by the voting membership of the Department resides with the membership sitting as a committee as a whole.

***A. The Voting Membership of the Department***

Active tenured faculty constitute the Department’s voting membership of the Department who, at its discretion, may extend voting privileges on specific issues to others.

***B. Necessity of a Quorum***

1. Definition: A quorum consists of a majority of the Department’s relevant voting membership.

2. No vote can be taken at any Department meeting unless a quorum is present.

***C. Voting***

1. Any voting member who cannot attend a faculty meeting may secure an absentee or proxy ballot from the Chair.

2. On all issues except amendments to the By-Laws, a majority of the votes cast decides the issue.

3. Amending By-Laws requires a super-majority (2/3 or greater) of the Department’s voting membership.

4. Only tenured faculty are eligible to vote on tenured faculty appointments, and only full professors are eligible to vote on full professor appointments. For such votes, quorums are defined in terms of the number of eligible voting members.

**II. Chair**

***A. Functions***

The Chair acts as the Department’s Chief Executive Officer and is responsible for the execution of Department policy and for administrating Department business. The Chair may delegate these powers to others. The Chair, or someone chosen by the chair, presides at Department meetings. If no Chair exists, the Chair Selection Committee chair presides.

***B. Selection***

The Chair shall be selected in accordance with the Faculty Handbook.

**III. Standing Committees**

The Chair may create committees required by university regulations or which may be necessary to carry out Department business.

**IV. Meetings**

The Chair schedules Department meetings as necessary, with at least one meeting per year. If no Chair exists, the Dean appoints an interim Chair in accordance with the policies of the College and University.

**V. Faculty Processes and Actions**

All faculty processes and actions will be taken in accordance with Faculty Handbook requirements and procedures and those of the College of Humanities and Social Sciences. In particular, the Department will fulfill the requirements of (a) the University’s nondiscrimination and affirmative action policies, (b) its Academic Integrity Code, and (c) the tenure and appointment processes of the Faculty Handbook and of the College of Humanities and Social Sciences. The Chair will be responsible for the Department’s adherence to all stipulations. The Chair shall appoint *ad hoc* committees if needed to ensure that all procedures and actions affecting faculty are consistent with the foregoing requirements.

**VI. Appointment of Department Leadership Positions**

1. *Associate Chair*

The Associate Chair who serves at the Chair’s pleasure, is a member of the Economics faculty willing to serve.

1. *Graduate Director*

The Graduate Director who serves at the Chair’s pleasure, is a tenured Economics faculty willing to serve.

1. *Undergraduate Director*

The Undergraduate Director who serves at the Chair’s pleasure, is an Economics faculty member willing to serve.

1. *Other Department Leadership Positions*

The Chair has authority to create, fill, or eliminate other department leadership positions (e.g., Placement Director; MA Director) as necessary to conduct department business.

**VII. Annual Evaluations of Faculty**

Annual faculty evaluations are conducted in accordance with the Faculty Handbook. Evaluations will be conducted by a faculty committee comprised of at least three members of the department, but excluding the Chair. A faculty member will be rated "unsatisfactory" only if (i) the faculty evaluation committee recommends an “unsatisfactory” evaluation to the Chair and (ii) the Chair concurs with this recommendation.

**VII. Criteria for Tenure and Promotion**

The department will follow the rules and procedures specified by the Faculty Handbook and by the College and University guidelines regarding evaluation of teaching, research and service. When evaluating a candidate’s research, the department shall under no circumstances adopt requirements to publish according to “journal lists” or other types of point systems in order to determine qualifications for tenure or promotion. The department shall always adopt a holistic view of scholarship that includes an evaluation of journal articles, books and other scholarly activity relevant to a candidate’s research output and the discipline.