

THE DEPARTMENT OF ECONOMICS

GOVERNANCE

CONTENTS

I. MEMBERSHIP

II. DEPARTMENT ORGANIZATION

Chair of the Department
Standing Committees
Ad Hoc Committees
Assistant Chair
Lecturers
Other Positions

III. VOTING

Voting Rights
Quorum
Voting Rights of the Chair
Secret Ballots
Absentee Ballots
Voting Rules

IV. PROCEDURES

A. Department Meetings
B. Leaves of Absence
C. Teaching Loads
D. Summer Teaching
E. Office Assignments
F. Course Evaluations
G. Elections of Representatives to University Senate and the Divisional Committee for Evaluation of Administrators
H. Evaluation of Chair
I. Peer Evaluation/Review of Teaching
J. Mentoring of Faculty
K. Evaluation of Lecturers
L. Level A Appointment/Reappointment Process
M. Department Awards
N. Appointment of Adjunct and Affiliate Professors
O. Student Grievance Procedure
P. Amending the Governance Document

V. DEPARTMENTAL STANDARDS FOR TENURE

VI. DEPARTMENTAL STANDARDS FOR PROMOTION TO ASSOCIATE PROFESSOR

VII. DEPARTMENTAL STANDARDS FOR PROMOTION TO FULL PROFESSOR

I. MEMBERSHIP

Membership in the Economics Department includes those who are: (a) tenured; (b) untenured, but on tenure track; (c) lecturers; (d) resigned tenure due to retirement but continue to teach part-time; (e) emeritus faculty; (f) in visiting positions; and (g) adjunct professors.

Adopted: November 14, 1990

Revised: April 25, 2007

II. DEPARTMENT ORGANIZATION

A. CHAIR OF THE DEPARTMENT

1. The Chair is the executive officer of the Department. He or she shall preside over Department meetings in accordance with section IV.A of this document.
2. The Chair's duties are to administer operational details of the Department, to implement Departmental policies within the context of university policy and operation, to recruit non-tenure track personnel, to provide academic leadership, to serve as liaison with other departments, the university, other universities, and the public.
3. The Chair shall conduct deliberations on promotion and tenure in accordance with Section 7 (Evaluation, Promotion, and Tenure of the Instructional Staff) of the Miami University Policy and Information Manual (hereinafter MUPIM).
4. The Chair shall make recommendations for salaries of the members of the Department to the Dean of the Farmer School of Business. Such recommendations should be based upon the Chair's own reasoned judgment as to the performance of each member of the Department. The Chair may consult other members of the Department if he or she so desires. It shall be the obligation of the Chair to inform each department member of his or her salary recommendation and the reasons for such a recommendation.
5. The Chair has the authority to recruit and hire only temporary (i.e., non-tenure track) faculty without the express approval of the Department. The Chair may not, without the express approval of the Department, hire on a temporary basis any individual who has been considered and rejected by the Department for a tenure-track position.
6. The Chair has the authority to appoint an Assistant Chair and to delegate administrative duties to him or her.
7. Upon short-term absence, the Chair may appoint an Acting Chair.

B. STANDING COMMITTEES

1. There shall be a Personnel Committee composed of members of the department who are tenured or tenure eligible. However, administrators who have not been assigned by the Department Chair to teach in the department in the three semesters prior to the semester in which the Personnel Committee meets shall not be a member of the Personnel Committee.
2. There shall be a Curriculum Committee composed of members of the department who are tenured, tenure eligible, or lecturers.
3. There shall be an Undergraduate Studies Committee composed of members of the department appointed by the Department Chair. The chair of this committee, also appointed by the Department Chair, shall be the Director of Undergraduate Studies. The Committee shall continually review the undergraduate program and make recommendations for change to the entire department for consideration.
4. There shall be a Graduate Studies Committee composed of members of the department appointed by the Department Chair. The chair of this committee, also appointed by the Department Chair, shall be the Director of Graduate Studies. The Committee shall continually review the graduate program and make recommendations for change to the entire department for consideration.
5. There shall be a Research Committee composed of members of the department appointed by the Department Chair. The chair of this committee shall be appointed by the Department Chair. The committee shall advise the Department Chair on matters relating to faculty research.
6. There shall be a Recruiting Committee composed of members of the department eligible to vote on personnel matters, appointed by the Department Chair. The chair of this committee shall be appointed by the Department Chair. The committee shall oversee all matters necessary for the recruitment of new tenure-track faculty. The decision to recommend hiring, however, shall rest with the Personnel Committee.
7. There shall be a Tenure Committee composed of all members of the economics department who hold tenured appointments in the department, excluding members of the Council of Academic

Deans. The membership status of faculty whose initial appointment is joint with another program or department will be determined by the tenure committee within one year of the date of employment.

- a. A committee of all tenured faculty shall determine tenure procedures and shall publish them. These procedures shall be attached to these Governance Procedures as an Appendix.
 - b. The committee shall review all applications for the joint decision of tenure and promotion to Associate Professor. The Tenure Committee shall conduct deliberations in accordance with Section 7 (Evaluation, Promotion, and Tenure of the Instructional Staff) of MUPIM.
 - c. The committee shall conduct annual evaluations of untenured faculty in accordance with Section 7 of MUPIM.
 - d. The committee shall approve and publish the procedures used to evaluate candidates for tenure.
 - e. The Department Chair shall sit on the Tenure Committee, but is not a voting member and, except for straw votes, shall not be present during voting. The Committee shall elect a Chair from its voting members in accordance with its governance.
8. There shall be an Associate Professor Committee composed of all members of the Department who have tenure and hold the rank of Full Professor or Associate Professor.
- a. Members of the Associate Professor Committee shall write governance for the Associate Professor Committee.
 - b. The committee shall review all applications for promotion to Associate Professor that are independent of tenure. The Committee shall conduct deliberations in accordance with Section 7 (Evaluation, Promotion, and Tenure of the Instructional Staff) of MUPIM.
 - c. The committee shall approve and publish the procedures used to evaluate candidates for promotion to Associate Professor.
 - d. The Department Chair shall sit on the Associate Professor Committee, but is not a voting member of the Committee and, except for straw votes, shall not be present during votes. The Committee shall elect a Chair from its voting members in accordance with its governance.
9. There shall be a Full Professor Committee composed of all members of the Department who have tenure and hold the rank of Full Professor.
- a. Members of the Full Professor Committee shall write governance for the Full Professor committee.
 - b. The committee shall review all applications for promotion to Full Professor and shall conduct deliberations in accordance with Section 7 (Evaluation, Promotion, and Tenure of the Instructional Staff) of MUPIM
 - c. The committee shall approve and publish the procedures used to evaluate candidates for promotion to Full Professor.
 - d. The Department Chair shall sit on the Full Professor Committee but is not a voting member and, except for straw votes shall not be present during votes. The Committee shall elect a Chair from its voting members in accordance with its governance.

C. AD HOC COMMITTEES

1. The Department Chair may appoint ad hoc committees as he or she deems necessary.

D. ASSISTANT CHAIR

1. The Assistant Chair serves at the pleasure of the Department Chair.
2. The Assistant Chair's responsibilities include:
 - a. Course scheduling (under direction of Chair)
 - b. Room Scheduling
 - c. Enrollment Management
 - d. Recording Secretary for Department Meetings
 - e. Service as Acting Chair during brief absences of Chair
 - f. Liaison with Assistant Dean on Classroom Configuration
 - g. Data/Information Contact with Registrar and Advising Offices (SBA and A&S)
 - h. Processing of Textbook Orders
 - i. Other Duties as Assigned by the Chair

E. LECTURERS

1. The Department may recruit, appoint and evaluate individuals to the position of Lecturer in accordance with Section 7 of MUPIM.
2. Lecturer's in the department shall have voting rights in the department as specified in Section III.A
3. Unless prohibited by governance elsewhere, lecturers shall be eligible for teaching grants and other developmental opportunities and have access to departmentally-allocated travel funds.
4. The department chair may appoint a lecturer to serve on any departmental committee provided the appointment does not violate governance.

F. OTHER POSITIONS

The Department Chair may appoint "committees of one person" or coordinators as he or she deems necessary. Examples include course coordinators, seminar coordinator, honors coordinator, independent studies coordinator, etc.

Adopted: November 14, 1990

Revised: April 26, 1995

Revised (Section II): April 25, 2007

Revised (Section II): Nov 4, 2007 and Nov 14, 2007

Revised: March 5, 2008

III. VOTING RULES

A. VOTING RIGHTS

1. Unless specifically stated elsewhere in governance, on issues concerning personnel and governance, voting rights are limited to members of the department who are members of the Personnel Committee.
2. On issues concerning curriculum, voting rights extend to members of the Curriculum Committee.
3. On all other issues, voting rights extend to all members of the department.

B. QUORUM

1. Unless defined by governance elsewhere, a quorum shall consist of at least 51% of those eligible to vote. For purposes of computing the quorum or required majority on any vote, those on leave away from campus or assigned primarily to the regional campuses (Hamilton, Middletown, the Luxembourg Center) shall not be counted in the divisor unless present. In addition, those who notify the chair of their intention to abstain from any vote taken on recruiting or other matters, because of a conflict of interest, shall not be counted in the divisor.

C. VOTING RIGHTS OF THE CHAIR

1. The Chair has the right to vote on all motions except where otherwise noted.

D. SECRET BALLOTS

1. Normally a "voice vote" or "count of hands" will be taken, but a secret ballot will be used if it is requested by any eligible voter.

E. ABSENTEE BALLOTS

1. Absentee ballots will not be allowed.

F. VOTING RULES

1. For hiring and governance decisions, an affirmative majority of those members of the Personnel Committee present at the time of the vote is required.
2. For tenure decisions, see Section V.
3. For promotion decisions to Associate Professor, see Section VI.
4. For promotion decisions to Full Professor, see Section VII
5. For all other decisions, a majority of the eligible voters present is required (provided a quorum is present), with abstentions counting with the majority of those who vote.

Adopted: November 14, 1990

Amended: January 30, 1991

Revised (Section III): April 25, 2007 and Nov 4, 2007

IV. PROCEDURES

A. DEPARTMENT MEETINGS

1. The Department shall meet on call by the Department Chair. The Department Chair shall call a meeting whenever he or she deems one is necessary, or whenever one is requested, in writing, by 3 or more members of the Department. The call to meeting should ordinarily include a concise statement of the agenda for the meeting.
2. The Department Chair or his or her designate shall preside over Department meetings.
3. Department meetings shall be conducted in a manner consistent with University policy and Department procedures.
4. Members shall refrain from conduct injurious to the Department or its purposes. Disruptive conduct shall be ruled out-of-order by the Chair.
5. The Department Chair shall, in the absence of an Assistant Chair, appoint a member of the department to prepare minutes of all Department meetings which accurately reflect all discussions and actions taken by the Department. Copies of these minutes are to be distributed to the Department within one week of the meeting.

Adopted: January 30, 1991

B. LEAVES OF ABSENCE

1. The rules with regard to who is eligible for an Assigned Research Appointment (ARA) or a Faculty Improvement Leave (FIL) shall be accordance with Section 6 of MUPIM.
2. The criteria for awarding an FIL should be:
 - a. The quality of the proposed activity.
 - b. The time since the applicant's last paid leave of absence.
3. The criteria for awarding an ARA should be:
 - a. The quality of the proposed research project.
 - b. The time since the applicant's last paid leave of absence.
 - c. The timeliness of the research project.
4. At the discretion of the chair, recommendations may be solicited with regard to any research-oriented proposal from the department's Research Committee and any teaching-oriented proposal from either the Undergraduate Studies Committee or Graduate Studies Committee, as appropriate.
5. The Department chair should forward a list of ranked proposals to the Dean and the Provost. If possible, more than one proposal should be forwarded for each category.

Adopted: September 27, 1995

C. TEACHING LOADS

1. Teaching loads and course assignments shall be made by the Department Chair after consultation with each Department member.
2. Overload teaching is teaching, for extra compensation, during the fall or spring semester beyond the "normal load." Overload teaching is determined by the Chair based on faculty willingness.

Faculty members shall never be required to perform overload teaching. Persons not teaching a “normal load” are not eligible for overload teaching assignments. No overload assignments are permitted on the campus where the instructional staff member is based.

Adopted: January 30, 1991

D. SUMMER TEACHING

1. Summer teaching assignments shall be made in accordance with Section 6.6 of MUPIM.
2. Members of the Curriculum Committee shall have priority rights to no more than two courses of summer teaching during any summer. For the remainder of this section, the term “member” shall refer to members of the Department who have priority rights.
 - a. Tenure-track faculty for whom the completion of the Ph.D. degree is an explicitly stated requirement for continuation of their appointment as tenure-track faculty shall not engage in summer teaching. However, the Department Chair may waive this restriction when, in his or her judgment, timing completion of the Ph.D. will not be impeded and when there is a compelling departmental need.
 - b. A faculty member who is a recipient of a Committee for Faculty Research (CFR) summer grant or other similar research or teaching support exceeding 50% of the CFR summer research grant during the summer shall not engage in more than three hours of teaching that summer.
 - c. Priority rights to two courses during the summer shall extend to those members of the Department whose assignment to the Department is full-time. Members of the Department whose assignment to the Department is less than full-time shall have priority rights over a number of summer courses proportionate to the fraction of his or her total University assignment allocated to the Department. Thus, a member with a University load evenly divided between the Department and non-department administration would be entitled to priority rights to one course.
 - d. In the event that an unequal division of assignment prevents implementation of the proportionality rules above, the Department Chair, after consultation with the member concerned, shall make appropriate adjustments.
3. Priority rights to summer teaching shall be established as follows:
 - a. The Department Chair shall make a list of the current priority rights to summer teaching available to every member of the Department. The priority numbers indicated therein shall henceforth be referred to as the initial priority numbers.
 - b. A faculty member is considered to have exercised his or her priority rights to summer teaching if: (a) he or she teaches a class they were scheduled to teach, or (b) after March 1, he or she withdraws from a class he or she was scheduled to teach, a substitute cannot be found to teach that class, and the class is canceled. (See paragraph e and f below).
 - c. Initial priority numbers shall remain in force until summer teaching rights are exercised. Upon exercising his or her summer teaching rights to a class on the Oxford campus, a faculty member shall be placed last on the new priority list. Upon exercising his or her summer teaching rights to a class on the Oxford campus, a faculty member shall be placed last on the new priority list. Upon exercising his or her summer teaching rights to a class on the Middletown or Hamilton campus, a faculty member shall be placed below those who did not teach a summer class but above those who taught one on the Oxford campus.
 - d. Partial use of such teaching rights during any summer term shall not affect priority status for that fraction of the member’s teaching rights which are not exercised.
 - e. Prior to March 1, a faculty member who is scheduled to teach a summer class may withdraw without exercising his or her priority right. When this happens, the Department Chair shall attempt to secure a suitable substitute. The order in which potential substitutes are approached shall be dictated by the current priority list.
 - f. After March 1, a faculty member who is scheduled to teach a summer class may also withdraw. However, in the event that a substitute cannot be found and the class is

canceled, the faculty member shall be treated as if he or she exercised his or her priority rights.

- g. Additions to the Department faculty who are entitled to priority rights shall be entered at the bottom of the current priority list. In the event that there are two or more additions to the faculty, priority rights between or among the new members shall be established by a random drawing.
 - h. In determining summer teaching priority, all graduate and undergraduate Economics and MBA courses offered on the Hamilton, Middletown, or Oxford campuses will be treated equally (with the exception outlined in c. above). Courses worth two credit hours will each constitute one priority; courses worth five or more credit hours will each constitute two priorities.
 - i. In determining summer teaching priority, workshops (domestic or international) and international courses offered in cooperation with Miami University will not be counted.
4. The preceding priority system shall be implemented by the Department Chair when teaching schedules for forthcoming summers are formulated. On such occasions, all members of the Department shall be given the opportunity to exercise teaching rights according to their priority positions. The list of summer teaching positions available shall be circulated in the order or priority standings of the faculty. Each faculty member shall have the option to accept or reject whatever assignments have not been accepted by members who precede him or her in the priority list.
 5. Faculty who announce their intention to resign at the end of the current academic year do not forfeit their priority right to teach during the following summer. (However, the resignation of a member who is otherwise disqualified from exercising his or her priority rights shall not automatically qualify him or her).
 6. If budget restrictions prevent implementation of the above policies, the Department Chair shall have the right to make the necessary adjustments provided those affected are so notified in writing.
 7. Faculty who are awarded a research or other grant after March 1 may withdraw without penalty.
 8. Faculty who teach summer school should receive compensation equal to 3% of their annual salary per credit hour taught. A faculty member who supervises an exit paper for a graduate student in the Master's program should receive compensation equal to the departmental summer-school funds generated by the hours earned by said graduate student. The Chair is empowered to negotiate compensation with summer school faculty and faculty supervising exit papers in the Masters program to address any conflicts between available funds and the educational needs of both undergraduate and graduate students.

Adopted: March 27, 1991

Revised: September 27, 1995

Revised: March 5, 2008

E. OFFICE ASSIGNMENTS

1. A faculty member shall have property rights to the office he or she occupies unless the office assignment was explicitly designated to be temporary or unless the office is removed from the set assigned to the Department.
2. Faculty on leave from Miami do not forfeit the property right to their office unless that office is removed from the set assigned to the Department.
3. In the event that an office becomes vacant or newly available to the Department, faculty shall be offered the opportunity to move into this office in order of priority ranking. Higher ranking faculty shall choose before lower ranking faculty.
4. Position in the priority ranking shall be awarded to members of the faculty who have voting rights as defined in Section III.A of this document.
5. Position in the priority ranking shall be determined by professorial rank and, for those with same professorial rank, by years of service at Miami University. For those with the same rank and time, position in the priority ranking shall be determined by years in rank at Miami. For purposes of office allocation, faculty having the title Instructor, Senior Instructor, Lecturer, and Assistant Professor shall be considered to hold the same professorial rank. Any remaining time will be broken by random.

6. Faculty on leave shall have their time count as if it had been served at Miami. This provision shall apply retroactively.
7. If a faculty member resigns during the fall or spring semesters, his or her office will be considered vacant (for assignment purposes) as of the beginning of the next regular (fall or spring) semester. If a faculty member resigns between regular semesters, his or her office will be considered vacant (for assignment purposes) as of the beginning of the next regular semester.

Adopted: March 27, 1991

Amended: April 24, 1991

F. COURSE EVALUATIONS

1. All faculty are required to submit each section of every course taught to a student evaluation process consistent with the broad outlines of the University-approved student evaluation process.
2. Upon completion of student evaluations, evaluations shall be submitted to the Department Chair who shall bear responsibility for preserving the confidentiality and integrity of the evaluations and for ensuring their expeditious processing. Faculty who teach night classes on the Hamilton or Middletown campus shall consult with the Department Chair to determine a method/procedure for submitting student evaluations to the Department Chair.
3. No one, including the Department Chair, shall be allowed to examine the evaluations prior to the date and time specified by the registrar as the deadline for the submission of final grades for that semester. After processing, the Department Chair shall be permitted to examine the evaluations.
4. Once the Department Chair reviews them, the evaluations shall be returned to each faculty member.

Adopted: March 27, 1991

G. ELECTION OF REPRESENTATIVES TO UNIVERSITY SENATE AND THE DIVISIONAL COMMITTEE FOR EVALUATION OF ADMINISTRATORS

1. Members of the department who are on the Personnel Committee are eligible to *vote* in the election of the Department's representatives to University Senate or the Divisional committee for Evaluation of Administrators.
2. The Department's representatives to University Senate and the Divisional Committee for Evaluation of Administrators shall be elected in the following manner:
 - a. Upon creation of a vacancy, the Department Chair shall announce the vacancy and invite nominating petitions from all members of the faculty who are eligible to vote in the election. In addition, the Department Chair shall set and promulgate a reasonable deadline beyond which nominating petitions will not be accepted.
 - b. Only eligible voters may be nominated. Nominating petitions can only be made by members of the faculty who are eligible to vote in the election. Such petitions must be signed by at least three eligible voters other than the nominee.
 - c. Upon receipt of nominating petitions consistent with paragraph 2b above, the Department Chair shall expeditiously inform the nominees of the nomination in writing and secure written confirmation of their acceptance or rejection of the nomination.
 - d. Upon completion of the nomination process, the Department Chair shall distribute a ballot, with a list of nominees who have accepted the nomination, to all eligible voters. In addition the Chair shall clearly indicate a deadline for returning completed ballots.
 - e. A candidate receiving a majority of the votes cast shall be declared the winner.
 - f. In the absence of a winner, a run-off election will be held between the two candidates with the highest number of votes. Ballots for the run-off election shall be distributed immediately after the initial vote. The completed ballots shall be returned no later than a date set by the Department Chair. The candidate receiving a majority of the votes cast shall be declared the winner. In the event of a tie, a fair coin toss shall be used to break the tie.
3. Vacancies

- a. A representative to the University Senate or the Divisional Committee for Evaluation of Administrators may resign his or her seat at any time during the term of office when the representative judges that he or she cannot fulfill the duties of that position.
- b. Whenever the Chair of the Department receives notice of the resignation of a representative from Senate, the Divisional Committee for Evaluation of Administrators, or from the University or of the retirement, death or disability of the representative, he or she proceeds with nominations and elections as indicated above. (i) If the resignation is effective within an academic year or if the vacancy occurs for other reasons within an academic year, the Chair will issue the call for nominations within one class week. (ii) If the resignation is effective between the end of one academic year and the beginning of another or if the vacancy occurs for other reasons within that period, the call for nominations will be issued within two class weeks of the beginning of the fall term.
- c. Faculty eligible to vote may declare a seat vacant by recalling the representative. A meeting for this purpose may be requested by six eligible faculty submitting a written petition to the Chair of the Department who then calls a meeting at which the first motion will be to recall the representative. Following a two-thirds affirmative vote, a quorum being present, the Chair will proceed, within the time limits above, to issue a call for nomination.

Adopted: April 24, 1991 Note: We would like to thank the Political Science Department for their assistance with this section.

H. EVALUATION OF CHAIR

1. The Chair shall be evaluated at the end of the first, third, and fifth year of their first term as Chair using the procedure established by the Farmer School of Business for the evaluation of administrators. If reappointed to a subsequent term, the Chair shall be evaluated at the end of the third and fifth year using the procedure established by the Farmer School of business.
2. The Chair may request a departmental evaluation in any year other than those in which the evaluation is required. All requests will be honored by the department.
3. The Personnel Committee, excluding the Chair, may, by majority vote, request an evaluation of the Chair in any year other than those in which the evaluation is required

Adopted: April 26, 1995

I. PEER EVALUATION OF TEACHING

Peer evaluations constitute one dimension of the evaluation of teaching. Formative peer evaluations should follow the same general procedures described below except reports need not be submitted to the Chair or included in P&T or annual review materials.

1. Evaluators and Courses:
 - a. There should be at least two evaluators and at least one should be from inside and at least one should be from outside the Department of Economics.
 - b. The faculty member, the mentor, and the Chair shall agree on the evaluators and the courses to be evaluated.
 - c. The Department Chair invites the evaluators and provides to them the evaluation guidelines.
2. Classroom visits:
 - a. The faculty member provides the evaluators syllabi, other relevant materials, and available dates for visits (which excludes exam days and other days that are not representative).
 - b. The faculty member and the evaluators meet (separately or jointly) to discuss class pedagogy, course objectives, any special activities, and any other relevant aspects of the course.
 - c. There should be at least one announced and at least one unannounced classroom visits per evaluator.
 - d. Evaluators should attend at least one class together and at least one class without the other evaluator.

3. Evaluator behavior:
 - a. On the day of the visit, the evaluator should arrive early, sit in an unobtrusive location, and remain in the classroom until the class is concluded.
4. Evaluator's report:
 - a. Each evaluator should write an individual report at the conclusion of the visits. The report should describe the class pedagogy; and address the clarity and organization of the materials and the class presentation, and the rapport with students.
 - b. The report should be submitted to the Chair after final grades are submitted in the faculty member's course.
 - c. The Chair will promptly distribute copies of the reports to the faculty member. Copies of all summative reports should be included with P&T documents.
5. Post-evaluation mentoring:
 - a. The faculty member should discuss the evaluations with the Chair and the faculty member's mentor.
 - b. The candidate can respond in writing to the evaluation and have this response included as an addendum to a summative evaluation.

J. MENTORING OF NON-TENURED FACULTY

1. The process for mentoring tenure-track faculty shall be in accordance with the *Guidelines for Mentoring Junior Faculty* established by the Farmer School of Business. (During the probationary period in the department, the Chair, in consultation with the probationary faculty member, shall assign in the second semester of service a member of the tenure committee to serve as mentor to the probationary faculty member. The role of the mentor shall be to advise the faculty member, to assist in facilitating communication between the faculty member and the tenure committee, and more generally to assist in communicating department mores and culture.)
2. The process for mentoring lecturers shall be as follows. During the lecturer's first 5 years of teaching in the department, the chair, in consultation with the lecturer shall assign a member of the tenure committee to serve as mentor to the probationary faculty member. The role of the mentor shall be to advise the probationary faculty member, to assist in facilitating communication between the probationary faculty member and the tenure committee, and more generally to assist in communicating department mores and culture to the probationary faculty member.

K. EVALUATION OF LECTURERS

1. The tenure committee and the department chair will conduct performance reviews of lecturers. In the case of regional campus lecturers, the department chair shall consult with the executive director of the regional campus in question
2. Lecturers will be required to submit annual reports to the department chair. These reports will document both the quantity and quality of their teaching, advising, and service activities during the period under consideration. The department chair will convene a meeting of the tenure committee to evaluate the lecturer's performance and to provide guidance. The committee's conclusions/impressions will be communicated to the lecturer in question via a letter from the department chair written in consultation with the tenure committee. In the case of regional campus lecturers, the department chair shall consult with the executive director of the regional campus in question. Annual reviews by the tenure committee shall not extend beyond the fifth year of a lecturer's tenure.
3. Lecturers will be required to submit cumulative reports on their activities in the third and sixth years of their tenure in the department of economics to facilitate renewal reviews. These reports will document both the quality and quantity of their teaching, advising, and service activities during the three year period under consideration. In addition, these reports should document efforts to improve the quality of the lecturer's contributions since the last renewal review and the effect of these efforts. The tenure committee will evaluate these cumulative reports and vote to recommend either renewal or termination of the lecturer's contract. In the case of regional campus lecturers, the department chair shall consult with the executive director of the regional campus in question.

4. In the event the lecturer receives a positive renewal review in the sixth year, he/she will be required to undergo renewal reviews every 5 years thereafter.

L. LEVEL A APPOINTMENT/REAPPOINTMENT PROCESS

1. The department chair shall appoint a committee of three tenured faculty with Level A graduate standing each year.
2. Each applicant for Level A standing will submit the completed Level A appointment form (available from the Graduate School) to the committee along with a current curriculum vita. The committee will review the application and forward a recommendation to the department chair.
3. The department chair will accept or reject the committee's recommendation and take appropriate action.

M. DEPARTMENT AWARDS

1. The department, at its discretion, may distribute undergraduate awards each Spring semester to its outstanding undergraduate students. This will normally be done in conjunction with the annual Farmer School of Business Honors Day. The Undergraduate Committee is responsible for moving an initial slate of candidates to the Curriculum Committee of the department; the award recipients will then be approved by a majority vote of the Curriculum Committee of the department. Donors will not determine award winners.
2. Standing awards will be supported by an endowment of \$5,000 (2007 dollars) or more. All standing awards must be approved by a majority vote of the Curriculum Committee of the department.
3. Temporary awards will be either supported by short term, individual contribution, or established at the discretion of the Curriculum Committee of the department. All temporary awards will be reviewed at least once every five years, and either extended or eliminated by a majority vote of the Curriculum Committee of the department. No temporary award shall be extended more than once. New temporary awards will require the two-thirds vote of the Curriculum Committee of the department.

Adopted: April 24, 1991

N. STUDENT GRIEVANCE PROCEDURE

1. Every student has the right to question the teaching practices of an instructor, and every student has the right to charge an instructor with a violation of the Good Teaching Practices. (See Student Handbook, Appendix L.II.) However, the student should recognize the difference between questioning and charging an instructor with a violation of the Good Teaching Practices. The latter is a serious act and should neither be undertaken lightly nor should the desire to have a grade reviewed and changed be the primary motivation.
2. A goal of the procedure outlined below is to effect reconciliation between instructor and student.
3. In all cases the student should first meet with the instructor to express a complaint and to receive an explanation and possible redress.
4. If the student is not satisfied he or she should (except as indicated in paragraph 6 below) confer with the Department Chair. At this conference the Department Chair shall give the student a copy of the Student Grievance Procedure as contained in this document. The Chair may receive the student's complaint only after verifying with the student that paragraph 3 above has been followed. If paragraph 3 has not been followed, the Department Chair must inform the student to do so. Upon receiving a complaint, but before further action is taken, the Department Chair must then meet with the instructor involved, inform him or her that a complaint is being voiced against him or her, and verify that paragraph 3 has indeed been followed. If paragraph 3 has not been followed, the Department Chair must then inform the student to do so.
5.
 - a. After expressing his or her complaint with the Department Chair, the student may request: (a) a departmental review of the alleged violation of the Good Teaching Practices; or (b) a departmental review of the disputed grade; or (c) both kinds of review.

Such a request must be in writing and must contain a complete explanation of the allegation as well as the remedy sought.

- b. If the Department Chair receives a request for a departmental review, he or she must first inform the instructor involved and provide him or her with a copy of the student's written request. If the instructor agrees to the remedy sought in writing by the student, he or she shall inform, in writing, both the student and the Department Chair. It shall be the responsibility of the Department Chair to ensure that the agreed upon remedy is effected in a timely manner. Both the instructor and the student shall then be notified, in writing, by the Department Chair that the remedy has been effected, at which point the matter is closed.
 - c. If the faculty member does not agree to the remedy sought in writing by the student, the Department Chair shall endeavor, in joint conference with the student and the faculty member, to reach a mutually agreeable resolution of the dispute. If a proposed solution emerges from the joint conference, the Department Chair shall, within five school days, send to both the student and the instructor a written statement of the proposed solution and any administrative procedures required to effect it. After receipt of the Department Chair's letter, and after receiving a copy of, or reviewing, all written documentation required of the Department Chair, each party to the dispute shall, within seven school days, inform the Department Chair, in writing, of his or her acceptance or non-acceptance of the terms of the written proposal. Failure to respond shall be interpreted as non-acceptance.
 - d. If both the student and the instructor accept the terms of the written proposal, the Department Chair shall, within ten school days, effect the terms of the written proposal. Both the student and the instructor shall then be notified, in writing, by the Department Chair that the remedy has been effected, at which point the matter is closed.
 - e. If either the student or the instructor do not accept the terms of the written proposal, the Department Chair shall immediately hand the entire matter over to the Undergraduate or Graduate Studies Committee of the Department, whichever is appropriate. The appropriate committee shall first examine the facts and issues involved, and then convene a formal hearing on the matter. Prior to the hearing, each party to the grievance shall be informed in writing of the procedures to be followed at the hearing. Upon completion of the hearing, the Committee shall deliberate and then shall issue to the student, the instructor and the Department Chair, a written report containing the Committee's findings and recommendations for resolving the dispute.
 - f. It shall be the responsibility of the instructor and the student, individually, to indicate in writing to the appropriate committee his or her acceptance or non-acceptance of the committee's findings and recommendations. If both parties accept the committee's findings and recommendations, it shall be the responsibility of the Department Chair to ensure that such recommendations are effected in a timely manner. The student, the instructor and the committee chair shall then be notified in writing, by the Department Chair, that the committee's recommendations have been effected, at which point the matter is closed.
 - g. Should the student remain dissatisfied, he or she may pursue other avenues of appeal in accordance with the procedures prescribed in the Student Handbook.
6. If the student's complaint involved a violation of the Good Teaching Practices or a review of a grade given by the Department Chair, the student shall first confer with the Department Chair and the instructor. If, as in paragraph 4, the student remains unsatisfied, he or she shall then confer with either the Director of Graduate Studies (if the complaint involves an undergraduate course) or the Director of Undergraduate Studies (if the complaint involves a graduate course). All of the responsibilities required of the Department Chair by paragraphs 4 and 5 above shall then be assumed by the appropriate committee Chair.
 7. All faculty shall retain the final examinations of all students for at least fifteen (15) weeks in to the following regular (fall or spring) semester.

Adopted: April 24, 1991

O. AMENDING THE GOVERNANCE DOCUMENT

1. Motions to change or amend the Governance Document shall be distributed, in writing, to the membership at least one week prior to the meeting at which such motions are to be considered.

Revised (Section IV): April 25, 2007

Revised (Section IV): November 4, 2007

V. DEPARTMENTAL STANDARDS FOR TENURE

A. CRITERIA FOR TENURE AND TENURE DOCUMENTATION GUIDELINES

1. The criteria for tenure are specified in Section 7 of MUPIM.
2. The tenure documentation guidelines are available from the Dean's office or the Office of the University Secretary.

B. PROCEDURES FOR LETTERS OF SUPPORT

1. The procedure for letters of support is referenced in the University's Tenure and Promotion Guidelines, which is available from the Dean's office or the Office of the University Secretary.

C. ANNUAL REVIEW PROCESS

1. In the spring semester of each academic year during the probationary period, the Tenure Committee shall review each tenure-track candidate's progress toward tenure in accordance with Section 7 of MUPIM.
2. The burden of proof for sufficient progress is upon the candidate. To facilitate the review, the candidate should submit a report of professional activities that addresses the tenure criteria [per Section 7 of MUPIM].
3. A written summary of the Tenure Committee's findings will be shown to the candidate no later than the end of the spring semester. The committee's written summary and comments made by administrative authorities will be given to the candidate as soon as possible.
4. Draft documents and the opinions of individual Committee members are confidential to the extent permitted by law, and no member of the Tenure Committee may reveal them to those who were not members of the Committee at the time of the annual review, except for their own personal opinions.

D. THE TENURE DECISION

1. Early in the candidate's final probationary year, the tenure committee must make either a positive or negative recommendation for tenure.
2. The Department Chair shall declare to the Tenure Committee his or her decision on the tenure recommendation within two (2) business days after the Department Chair has been informed by the Tenure Committee of its decision. The Chair of the Tenure Committee shall inform the Department Chair of the Tenure Committee's decision as soon as possible. If the Tenure Committee and the Department Chair disagree, then when both parties have submitted their letter to the Dean's office, the Tenure Committee and Department Chair shall exchange letters. The Department Chair shall inform the Tenure Committee of his or her reasons for disagreement.
3. The Tenure Committee's deliberations, votes, and draft documentations are confidential to the extent permitted by law. Members of the Tenure Committee may not reveal any aspect of the tenure decision deliberations to those who were not members of the committee at the time of the vote except for their own personal decisions and rationale.

E. NEGATIVE TENURE RECOMMENDATION OR DENIAL OF TENURE

The rights of candidates who receive a negative tenure recommendation or who have been denied tenure are specified in Section 7 of MUPIM.

Revised (Section V): November 4, 2007

Revised (Section V): March 5, 2008

Revised (Section V C.3): April 16, 2008

VI. DEPARTMENTAL STANDARDS FOR PROMOTION TO ASSOCIATE PROFESSOR

A. GENERAL CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR AND PROMOTION DOCUMENTATION GUIDELINES

1. The criteria for promotion to Associate Professor are specified in Section 7 of MUPIM.
2. The promotion documentation guidelines are available from the Dean's office or the Office of the University Secretary.

B. VOTING RULES

1. A positive recommendation for promotion to Associate Professor requires an affirmative majority of those members of the Associate Professor Committee present at the time of the vote.
2. No absentee ballots are allowed.
3. A secret ballot will be required if a motion for a secret ballot is made, seconded, and approved (by a count of hands) by a majority of the faculty present at the Associate Professor committee meeting.
4. Abstentions count as a negative vote.
5. Except where noted otherwise, four-fifths of the Associate Professor Committee shall constitute a quorum. For purposes of this calculation, faculty not present at the meeting because they are on leave at other institutions (or assigned to the Miami Luxembourg Campus) will not be counted as part of the committee. Additionally, in accordance with MUPIM, those members who have a family relationship with a candidate shall not be counted as part of the committee for that individual. Four-fifths will be calculated by rounding to the next highest integer.

C. ROLE OF THE CHAIR

The Department Chair shall declare to the Associate Professor Committee his or her decision on the promotion recommendation within two (2) business days after the Department Chair has been informed by the Associate Professor Committee of its decision. The Chair of the Associate Professor Committee shall inform the Department Chair of the Associate Professor Committee's decision as soon as is possible. If the Associate Professor Committee and the Department Chair disagree, then when both parties have submitted their letter to the Dean's office, the Associate Professor Committee and Department Chair shall exchange letters. The Department Chair shall inform the Associate Professor Committee of his or her reasons for disagreement.

D. PROCEDURE FOR REPORTING INAPPROPRIATE CONDUCT

1. If any member of the Promotion Committee believes that inappropriate conduct occurred during the promotion process, the relevant information may be reported to a supervisor, the Office of Affirmative Action or the Committee on Faculty Rights and Responsibilities, as appropriate.

Approved: April 1993

Revised: September 3, 1997

Revised (Section VI): April 25, 2007 and November 4, 2007

VII. DEPARTMENTAL STANDARDS FOR PROMOTION TO FULL PROFESSOR

A. GENERAL CRITERIA FOR PROMOTION TO FULL PROFESSOR AND PROMOTION DOCUMENTATION GUIDELINES

1. The criteria for promotion to Full Professor are specified in Section 7 of MUPIM.
2. The promotion documentation guidelines are available from the Dean's office or the Office of the University Secretary.
3. The Full Professor Committee shall invite each Associate Professor to undertake a review of their progress towards promotion to Full Professor in their fourth year in rank, and every three years thereafter. Associate Professors may decline any review invitation.
4. In any year beyond their fourth year in rank, other than every third year thereafter, an Associate Professor may request a review of their progress towards promotion to Full Professor from the Full Professor Committee. All such requests will be honored by the Full Professor Committee.

B. VOTING RULES

1. A positive recommendation for promotion requires an affirmative majority of those members of the Full Professor Committee present at the time of the vote.
2. No absentee ballots are allowed.
3. A secret ballot will be required if a motion for a secret ballot is made, seconded, and approved (by a count of hands) by a majority of the faculty present at the Full Professor committee meeting.
4. Abstentions count as a negative vote.
5. Except where noted otherwise, four-fifths of the Full Professor Committee shall constitute a quorum. For purposes of this calculation, faculty not present at the meeting because they are on leave at other institutions (or assigned to the Miami Luxembourg Campus) will not be counted as part of the committee. Additionally, in accordance with MUPIM, those members who have a family relationship with a candidate shall not be counted as part of the committee for that individual. Four-fifths will be calculated by rounding to the next highest integer.

C. ROLE OF THE CHAIR

The Department Chair shall declare to the Full Professor Committee his or her decision on the promotion recommendation within two (2) business days after the Department Chair has been informed by the Full Professor Committee of its decision. The Chair of the Full Professor Committee shall inform the Department Chair of the Full Professor Committee's decision as soon as is possible. If the Full Professor Committee and the Department Chair disagree, then when both parties have submitted their letter to the Dean's office, the Full Professor Committee and Department Chair shall exchange letters. The Department Chair shall inform the Full Professor Committee of his or her reasons for disagreement.

D. CONFIDENTIALITY OF PROMOTION DELIBERATIONS

1. The Full Professor committee's deliberations are confidential. No member of the committee may reveal other committee members' opinions or votes to those who were not members of the committee at the time of the vote, or any other information from the meeting.

Approved: January 11, 1995

Revised: November 11, 1998

Revised (Section VII): April 25, 2007 and November 4, 2007

Revised (The Department of Economics Governance): April 25, 2007

A-1: TENURE COMMITTEE OPERATING PROCEDURES

I. VOTING RULES

1. A positive tenure recommendation requires an affirmative majority of the members of the Tenure Committee. For purposes of this calculation, and the calculation of a quorum faculty not present at the meeting because they are on leave at other institutions (or assigned to the Miami Luxembourg Campus) will not be counted as part of the committee. Additionally, in accordance with University policy, those members who have a family relationship with a candidate shall not be counted as part of the committee for that individual.
2. No absentee ballots are allowed.
3. A secret ballot will be required if any member of the committee requests one.
4. Abstentions count as a negative vote.
5. Except where noted otherwise, four-fifths of the Tenure Committee shall constitute a quorum. Four-fifths will be calculated by rounding to the next highest integer.

II. CONFIDENTIALITY OF DELIBERATIONS.

1. The Tenure Committee's deliberations, votes, and draft documentations are confidential to the extent permitted by law. Members of the Tenure Committee may not reveal any aspect of the tenure decision or annual review deliberations to those who were not members of the committee at the time of the vote except for their own personal decisions and rationale.
2. If any member of the Tenure Committee believes that inappropriate conduct occurred during the tenure process, the relevant information may be reported to a supervisor, the Office of Affirmative Action or the Committee on Faculty Rights and Responsibilities, as appropriate.

III. CHAIR OF THE TENURE COMMITTEE

A. Responsibilities.

1. The Chair of the tenure committee shall be responsible for convening meetings of the tenure committee.
2. The Chair of the tenure committee shall be responsible for coordinating the preparation of written summaries of the tenure committee's findings and for dissemination of these written summaries in accordance with the operating procedures of the tenure committee. Final letters must be approved by a majority vote of the committee.

B. Selection of Committee Chair.

1. The term of the chair of the tenure committee shall commence on the first day of the fall semester and expire three years later.
2. During the spring semester prior to expiration of the chair's and no later than April 1 of that semester, the chair of the tenure committee shall issue a call for nominations for chair of the tenure committee. All members of the tenure committee are eligible to be nominated. All members of the tenure committee, including the chair, are eligible to nominate.
3. Upon receipt of the nominees, the outgoing chair of the tenure committee shall verify that each nominee is willing to serve and shall subsequently inform the tenure committee of the names of those nominees who are willing to serve.

4. The outgoing chair of the tenure committee shall administer an election among the willing nominees for chair of the tenure committee no later than April 15 of the semester prior to the expiration of the chair's term. In the event that more than two members are nominated and no candidate receives more than one-half of the votes, an additional election shall be conducted between the two nominees with the most votes.

Adopted: March 5, 2008

A-2: ASSOCIATE PROFESSOR COMMITTEE OPERATING PROCEDURES

I. VOTING RULES

1. A positive promotion recommendation requires an affirmative majority of the members of the Associate Professor Committee. For purposes of this calculation, and the calculation of a quorum, faculty not present at the meeting because they are on leave at other institutions (or assigned to the Miami Luxembourg Campus) will not be counted as part of the committee. Additionally, in accordance with University policy, those members who have a family relationship with a candidate shall not be counted as part of the committee.
2. No absentee ballots are allowed.
3. A secret ballot will be required if any member of the committee requests one.
4. Abstentions count as a negative vote.
5. Except where noted otherwise, four-fifths of the Associate Professor Committee shall constitute a quorum. Four-fifths will be calculated by rounding to the next highest integer.

II. CONFIDENTIALITY OF DELIBERATIONS.

1. The Associate Professor Committee's deliberations, votes, and draft documentations are confidential to the extent permitted by law. Members of the Associate Professor Committee may not reveal any aspect of the promotion decision deliberations to those who were not members of the committee at the time of the vote except for their own personal decisions and rationale.
2. If any member of the Associate Professor Committee believes that inappropriate conduct occurred during the promotion process, the relevant information may be reported to a supervisor, the Office of Affirmative Action or the Committee on Faculty Rights and Responsibilities, as appropriate.

III. CHAIR OF THE ASSOCIATE PROFESSOR COMMITTEE

A. Responsibilities.

1. The Chair of the Tenure Committee shall be the Chair of the Associate Professor Committee.
2. The Chair of the Associate Professor committee shall be responsible for coordinating the preparation of written summaries of the Associate Professor committee's findings and for dissemination of these written summaries in accordance with the operating procedures of the Associate Professor committee. Final letters must be approved by a majority vote of the committee.

Adopted: April 16, 2008

A-3: FULL PROFESSOR COMMITTEE OPERATING PROCEDURES

I. VOTING RULES

1. A positive promotion recommendation requires an affirmative majority of the members of the Full Professor Committee. For purposes of this calculation, and the calculation of a quorum, faculty not present at the meeting because they are on leave at other institutions (or assigned to the Miami Luxembourg Campus) will not be counted as part of the committee. Additionally, in accordance with University policy, those members who have a family relationship with a candidate shall not be counted as part of the committee for that individual.
2. No absentee ballots are allowed.
3. A secret ballot will be required if any member of the committee requests one.
4. Abstentions count as a negative vote.
5. Except where noted otherwise, four-fifths of the Full Professor Committee shall constitute a quorum. Four-fifths will be calculated by rounding to the next highest integer.

II. CONFIDENTIALITY OF DELIBERATIONS.

1. The Full Professor Committee's deliberations, votes, and draft documentations are confidential to the extent permitted by law. Members of the Full Professor Committee may not reveal any aspect of the promotion decision deliberations to those who were not members of the committee at the time of the vote except for their own personal decisions and rationale.
2. If any member of the Full Professor Committee believes that inappropriate conduct occurred during the promotion process, the relevant information may be reported to a supervisor, the Office of Affirmative Action or the Committee on Faculty Rights and Responsibilities, as appropriate.

III. CHAIR OF THE FULL PROFESSOR COMMITTEE

A. Responsibilities.

1. The Chair of the Full Professor committee shall be responsible for convening meetings of the Full Professor committee.
2. The Chair of the Full Professor committee shall be responsible for coordinating the preparation of written summaries of the Full Professor committee's findings and for dissemination of these written summaries in accordance with the operating procedures of the Full Professor committee. Final letters must be approved by a majority vote of the committee.

B. Selection of Committee Chair.

1. The term of the chair of the Full Professor committee shall commence on the first day of the fall semester and expire three years later.
2. During the spring semester prior to expiration of the chair's and no later than April 1 of that semester, the chair of the Full Professor committee shall issue a call for nominations for chair of the Full Professor committee. All members of the Full Professor committee are eligible to be nominated. All members of the Full Professor committee, including the chair, are eligible to nominate.

3. Upon receipt of the nominees, the outgoing chair of the Full Professor committee shall verify that each nominee is willing to serve and shall subsequently inform the Full Professor committee of the names of those nominees who are willing to serve.
4. The outgoing chair of the Full Professor committee shall administer an election among the willing nominees for chair of the Full Professor committee no later than April 15 of the semester prior to the expiration of the chair's term. In the event that more than two members are nominated and no candidate receives more than one-half of the votes, an additional election shall be conducted between the two nominees with the most votes.

Adopted: April 16, 2008

ECONOMICS DEPARTMENT GUIDELINES (For Distribution to Tenure-Track Faculty)

1. Teaching. The promotion of learning and teaching is the central function of faculty members of the Richard T. Farmer School of Business, as reflected in the FSB Values Statement on Teaching. To satisfy the criterion of *continuing achievement in high quality teaching and professional fulfillment of academic advising responsibilities*, candidates should present multiple measures that provide a portfolio of teaching and advising effectiveness, including evidence of the following:
 - a. proficiency in classroom instruction:
 - through the discharge of such responsibilities as:
 - i. meeting scheduled classes on time or making otherwise acceptable arrangements according to University regulations;
 - ii. being prepared for each class;
 - iii. being able to present
 - iv. being alert to new developments in the field, new technologies and new methods of instruction and adopting them as appropriate;
 - b. through continuing evidence of favorable evaluation of classroom teaching by:
 1. student evaluations that are required in all classes taught in the fall and spring semesters; student evaluation scores over several years are more meaningful when put in the context of the number of students in the class, the type or level of the course, the grade point average, and the relationship between the candidate's scores and the departmental average for comparable courses.
 2. peer evaluations using a pre-approved departmental process; this process may include peer evaluation of content of courses (e.g., syllabi, assignments, and examinations, and quality of student products such as honors theses or undergraduate or graduate research supervised by the candidate) and/or summary evaluation of class visitations; the departmental processes should be approved by the Dean; processes should include multiple year evaluation and focus on summative, rather than formative, evaluations. If external review of course content and materials is to be included the external review process should be pre-approved by the department tenure committee and chair, and the Dean.
 3. receipt of distinguished teaching awards or other recognition.
 - c. real interest in students as individuals indicated by availability for regular office hours and participation in the advising process.
 - d. contribution to the teaching mission of the department, division, and university
 1. normally, candidates would be expected to teach multiple preparations during a five-year probationary period;
 2. teaching in programs beyond the FSB (e.g., university honors seminars) are valued as contributions to the broader university teaching mission

- e. commitment to high quality teaching and maintenance of a continuing effort to improve teaching outcomes; this may include participation in scholarly discussion on teaching problems, or initiative and skill in the development and implementation of new pedagogy, new topics, new courses and/or new programs.
 - f. supervision of independent studies, undergraduate and graduate research.
2. Scholarship and Intellectual Contributions. All tenured and tenure-track faculty within the FSB are expected to be involved in scholarship that impacts the theory, practice, or teaching of business or economics, as reflected in the FSB Values Statement on Research. To satisfy the criterion of *research, scholarly and/or creative achievement of high quality and its prospective continuation*, candidates should present multiple measures that provide evidence of the following:
- a. The impact of a candidate's scholarship will be determined on the basis of quality and quantity of publications in refereed journals and scholarly books, as well as the receipt of external research grants, presentations of research, and the publication of cases or textbooks. The evaluation of impact will be both by peer review by the department tenure committee and department chair, and by consideration of external reviews of scholarship.
 - b. Divisional tenure standards ordinarily require a significant record of accomplishment in basic or applied research for the award of tenure. A record of accomplishment in pedagogical research alone would be sufficient for tenure only in extraordinary circumstances.¹
 - c. It is not possible to specify a numerical value for the quantity because of the importance of quality and impact. Quality and impact are defined in terms of the importance of the work toward progress of the discipline or improvement of practitioner performance and of the creativity of the thought processes and methods behind it. Although a continuous record of publications in refereed journals is expected, there is no specific quantitative expectation. Rather, evidence of the quality and impact of one's scholarly contributions may include:
 - (1) a list of citations of one's published or unpublished work;
 - (2) rankings of journals published in;
 - (3) an indication of whether published work was refereed; this is especially important in the case of conference proceedings or publications in electronic journals;
 - (4) letters from objective outside reviewers speaking to the impact of a candidate's work;
 - (5) the relative contribution of individuals in the case of co-authored work;
 - (6) journal acceptance rates;

¹ Basic scholarship is the discovery of new knowledge written primarily for an academic audience. Outputs from these activities are made available for public scrutiny by academic peers and practitioners through such means as publication in refereed journals, research monographs, scholarly books, chapters in scholarly books, proceedings from scholarly meetings, publicly available research working papers, and papers presented at faculty research seminars and professional conferences.

Applied scholarship is the application, transfer and interpretation of knowledge to improve business practice and teaching. The intended audience for applied scholarship is primarily professionals or practitioners, although it may be provided for academic audiences as well. Output from these activities are made available for public scrutiny by academic peers and practitioners through such means as publication in professional, public, trade or in-house journals; the publication of field researched case studies; faculty workshops; or presentations at professional or academic conferences.

Pedagogical scholarship is designed to enhance the instructional efforts of an academic discipline. Outputs from these activities are made available for public scrutiny by academic peers and practitioners through such means as textbooks, publications in pedagogical journals, written cases with instructional materials, instructional software, publicly available materials describing the design and implementation of new courses, materials developed for continuing professional education activities and professional conferences.

- (7) journal circulation;
 - (8) the quality of the editorial review board;
 - (9) extramural funding achieved through a peer review process.
- d. While scholarship completed prior to employment at Miami University forms part of the record of impact of a candidate's accomplishments, it is important that a candidate provide evidence of successful research undertaken while employed at Miami University.
- e. It is the policy of the FSB that the scholarship of candidates for tenure be reviewed by at least three reviewers from outside Miami University. External reviews are to be used by the departmental tenure committee in evaluating a candidate's scholarly achievement. All letters are to be forwarded from the department to the FSB Promotion & Tenure Committee, to the Dean, and to the University Promotion and Tenure Committee.
- Reviewers shall be sent appropriate materials for consideration. A full record of scholarship shall be submitted to all reviewers. This shall consist of published articles, reports, and books; work accepted for publication but not yet published; refereed conference papers; and other materials deemed appropriate to its discipline. Working papers may be included at the request of the candidate.
- vi. Reviewers must be respected scholars in the candidate's field.
 - vii. External reviewers must be respected scholars in the candidate's field.
 - viii. Individual departments may specify procedures in departmental governance documents. Normally, letters of evaluation will be solicited by the department chair in the spring of the academic year prior to the one in which a faculty member is likely to be considered for tenure. A list of no fewer than five potential reviewers will be compiled by the candidate in consultation with the Chair and the departmental tenure committee (according to departmental governance) and will be composed of scholars who can serve without favoritism or hostility to the candidate. The Chair and the departmental tenure committee will select the reviewers from this list. Where one of the would-be reviewers declines the request, another nominee will be selected from the list.
3. Professional Service. Faculty are expected to be involved in professional service activities, as reflected in the RTFSBA Values Statement on Service. However, a probationary faculty member is normally expected to provide service to the department with only limited service in other areas. To satisfy the criterion of *continuing productive service as a professional to the department, the division, their respective campuses, the University, the professions, or society*, candidates should present multiple measures that provide evidence of one or more of the following:
- a. service to the Department on committees or in other assigned duties;
 - b. service to the RTFSBA and university through committees and participation in activities that enhance campus life or promote the mission of the division or university (e.g., acting as an advisor to students and student organizations, and serving on student-faculty committees).
 - c. service to academic/professional organizations including: (1) serving as appointed or elected officer or as a chair or member of a committee of an academic or professional organization; (2) serving as an editor for an academic or professional journal; (3) serving as a reviewer/referee (ad hoc or on an editorial board) for an academic or professional journal; (4) serving as an organizer, leader of workshops or panels, (5) serving as a manuscript reviewer for academic or professional conferences; (6) serving as a referee for grant proposals; and (7) interacting with members of the professional/business community.
 - d. service to the community including: (1) serving as a professional consultant to a public or private organization and (2) serving as a leader or a member of a task force, committee, board, or commission providing service to local, state, regional, national, or international organizations.
 - e. the relative value of contributions in the area of service shall be determined, *ceteris paribus*, on the basis of a combination of the activity's prestige, effort (including time, creativity, and

leadership), and significance relative to the missions of the faculty member's department, the RTFSBA, and the University, and the quality of the faculty member's performance of that activity.

4. Collegiality. As defined above in criteria (d), collegiality is not congeniality, but rather a quality manifested by behaviors such as willingness to serve on committees and perform work necessary to departmental operation, willingness to provide guidance and help to colleagues in their professional duties, respect for the ideas of others, and the conduct of one's professional life without prejudice toward others. The criterion of collegiality is evaluated only at the departmental level.

Adopted: April 22, 1992

Revised: August 13, 2002

Revised (Section V): April 25, 2007