

BYLAWS OF THE DEPARTMENT OF ECONOMICS
[Revised and approved September 18, 2014]

ARTICLE I

THE DEPARTMENT OF ECONOMICS FACULTY FORUM

1. Authority

The purpose of the Department of Economics Faculty Forum is to discuss academic topics and issues consistent with Board of Regents' policies for faculty involvement and to receive, hear, approve, and forward academic policy recommendations of the committees of the Department. The Forum shall also hear reports from faculty senators regarding university-wide academic affairs. The Regents' Rules, Chapter IV, Section 2.1 states:

General Authority.--Subject to the authority of the Board and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:

- 2.11 General academic policies and welfare.
- 2.12 Student life and activities.
- 2.13 Requirements of admission and graduation.
- 2.14 Honors and scholastic performance generally.
- 2.15 Approval of candidates for degrees.
- 2.16 Faculty rules of procedure.

2. Membership

All voting faculty members in the Department of Economics shall be members, including faculty with visiting and part-time appointments.

3. Voting Members

Voting members of the Department of Economics Faculty Forum will include the following fulltime faculty:

- A. Those holding at least fifty percent of their appointment in the Department of Economics at the rank of Professor, Associate Professor, Assistant Professor, Instructor, and Senior Lecturer.
- B. Other faculty nominated by a member of the Department of Economics and approved by the Forum membership.

4. Officers

A. Presiding Officer

The Chair of the Department of Economics shall serve as the Chair of the Faculty Forum. As presiding chair, he/she will have no voting power

B. Secretary/Parliamentarian

The Secretary/Parliamentarian shall be elected by the voting members of the Department of Economics Faculty Forum in the first meeting of each academic year and shall keep minutes of the meetings and records of any other actions taken by the voting members of the Department of Economics Faculty Forum.

5. Regular Meetings

There shall be at least one regular meeting per long semester.

6. The quorum for meetings shall be one-third (1/3) plus one of the voting membership.

7. Meeting Notices

Notices for regular meetings must be distributed in written form or by e-mail at least seven (7) days prior to the scheduled meeting.

8. Agenda

An agenda shall be circulated at least three (3) working days prior to regular meetings by memo or e-mail.

9. Special Meetings

Special meetings may be called by at least three (3) of the voting members by petitioning the Chair, or by the Chair, with not less than two business days (M-F) prior notice to each of the voting members, either in person, by e-mail, or by telephone.

ARTICLE II

COMMITTEES

1. Department Faculty Review Advisory Committee (DFRAC)

The Department Faculty Review Advisory Committee shall be established in accordance with *The University of Texas at San Antonio Handbook of Operating Procedures*, Chapter 2.

A. Responsibilities

The Department Faculty Review Advisory Committee shall provide advisory recommendations to the Department Chair on faculty reappointment, tenure, promotion, and third-year reviews.

B. Membership

The Department Faculty Review Advisory Committee shall be composed of the tenured faculty members appointed at least one-half time in the Department, except only tenured professors may serve for the review of applicants for promotion to professor. When the number of tenured faculty members in the Department exceeds nine, the tenured faculty may petition the Department Chair and Dean to elect a Faculty Review Advisory Committee of no less than five members of the tenured faculty in the Division.

C. Chair

A Chair shall be elected by the members of the Committee.

2. Department of Economics Faculty Advisory Committee (DFAC)

A. Responsibilities

The responsibilities of the Committee shall include the development of policy recommendations and guidelines and the recommendations of priorities to the Department Chair for acquisition and allocation of resources to support and sustain the academic program, including such areas as support for instruction and research, facilities, information technology, library resources, and faculty development and travel.

B. Membership

The Department Faculty Advisory Committee shall consist of three (3) members. The members shall be elected by the Department of Economics Faculty Forum, and all of the members must be tenure-track faculty members of the Department of Economics. The term of service shall be two years, with two members elected in odd-numbered years and one member elected in even-numbered years.

C. Chair

A Chair shall be elected by the members of the Committee.

D. Notice

The Department Chair shall keep the DFAC Chair apprised of all matters pertaining to its charge.

3. Department of Economics Academic Policy and Curricula Committee

A. Responsibilities

The Department Academic Policy and Curricula Committee shall make academic policy recommendations and consider proposals for new and modified courses and academic programs, except in the area of graduate education. The recommendations of the Committee shall be submitted to the Department Chair, and, at the request of the Committee, to the Department of Economics Faculty Forum.

B. Membership

The Committee shall be composed of three (3) members of the tenure-track faculty of the Department of Economics, elected annually by the voting members of the Department of Economics Faculty Forum.

C. Chair

A chair shall be elected by the members of the committee.

D. Meeting Notices

Notices of meetings must be distributed to the Committee members in written form or by e-mail at least seven (7) days prior to regular meetings.

E. Agenda

An agenda shall be circulated at least three (3) working days prior to regular meetings.

4. The Chair of the Faculty Forum has the power to appoint ad hoc committees on an annual basis.

ARTICLE III

GRADUATE FACULTY FORUM: MASTER OF ARTS DEGREE IN ECONOMICS

1. Responsibilities of the Graduate Faculty Forum

A. Admission

The Graduate Faculty Forum shall be responsible for recommending admission of students to the Master of Arts Degree in Economics program to the Department Chair and Dean of the College of Business for processing by the Director of Admissions and Registrar. It shall have the option of setting special requirements supplementary to those established by the Council on Graduate Education for admission and continuation. Supplementary requirements must be approved by the Council on Graduate Education and by the President and must be published in the *Graduate Catalog* or an official supplement thereto.

B. Maintenance of Standards

The Graduate Faculty Forum is responsible for maintaining a high level of quality in graduate education in the Department. To this end the Committee shall establish procedures within the Department to ensure the maintenance of standards in the Master of Arts Degree in Economics program.

C. New and Revised Graduate Courses

The Graduate Faculty Forum, or the appropriate committee thereof, with the concurrence of the Department Chair and the Dean of the College of Business, shall develop and recommend to the Council on Graduate Education new graduate courses and changes in graduate courses in the area of economics.

D. Admission to Candidacy

The Graduate Faculty Forum, or the appropriate committee thereof, is responsible for recommending to the Department Chair and the Dean of the College of Business action on each Admission to Candidacy for the Master of Arts Degree in Economics.

E. Program Requirements

It is the responsibility of the Graduate Faculty Forum to make available to its students a description of the requirements, the procedures which a student is expected to follow in achieving the degree, and the standards demanded for continuation in the program.

2. Organization

A. Graduate Faculty Forum for the Master of Arts Degree in Economics

All graduate faculty members in economics, as defined under Article I of the Bylaws of the Council on Graduate Education, shall be members of the Graduate Faculty Forum for the Master of Arts Degree in Economics. Voting rights shall be the same as specified under the Bylaws of the Council on Graduate Education.

B. Graduate Program Director and Chair of the Graduate Faculty Forum

The Graduate Faculty Forum shall recommend annually one or more candidates for appointment as Graduate Program Director (GPD) for the Master of Arts Degree in Economics. Appointment of the GPD for the Master of Arts Degree in Economics shall be made by the Department Chair with concurrence of the Dean of the College of Business. The GPD also will serve as the Chair for the Graduate Faculty Forum. The office of Graduate Studies shall continue to serve as the Graduate Advisor of Record.

Responsibilities:

- **Recruitment:** The GPD shall be responsible for recruiting prospective students for the program. The recruitment effort shall include travel to fairs and (feeder) institutions (both within the U.S. and overseas) on a regular basis, and creating effective recruitment materials (including Web pages) that address the strengths and benefits of the degree program to the prospective students.
- **Academic Advising:** The GPD shall be responsible for the general advising of students and prospective students regarding all aspects of the degree program.
- **Assist Student Career:** The GPD shall be responsible for establishing internship relations and commitments with organizations in both the private industry and the public sector. The GPD shall make an effort to provide students with appropriate job opportunities and pursuit of further graduate studies.

C. Graduate Advisory Committee

Members of the Graduate Advisory Committee shall be chosen by the GPD with the approval of the Department Chair and the Committee shall consist of a minimum of 3 members.

The terms of committee members shall be September 1 through August 31.

As needed, the GPD shall select members from the Graduate Advisory Committee to form special subcommittees (or Ad Hoc committees). The special subcommittees may include, but are not limited to, Curriculum and Program Review Committee and Admissions Committee. Any Ad Hoc committees must be given a specific charge and a deadline by which the charge must be fulfilled, at such point the committee will be dissolved. The GPD will serve as an ex officio member on each of the Special Graduate subcommittees.

3. Meetings and Records

A. Regular Meetings

There shall be at least one regular meeting per year.

B. Quorum

One-half of the Graduate Faculty in Economics shall constitute a quorum.

C. Meeting Notices

Notices for regular meetings must be distributed in written form or by e-mail at least seven (7) days prior to the scheduled meeting.

D. Agenda

An agenda shall be circulated at least three (3) working days prior to regular meetings.

E. Special Meetings

Special meetings may be called by at least three (3) of the voting members petitioning the Chair, or by the Chair, with not less than two business days (M-F) prior notice to each of the voting members, either in person or by telephone.

F. Minutes

All minutes, as amended, of the Graduate Faculty Forum for the Master of Arts Degree in Economics shall be kept on digital file in the Department of Economics.

4. Graduate Advisor of Record

A. Appointment

The GPD shall recommend annually one or more candidates for appointment as Graduate Advisor of Record for the Master of Arts Degree in Economics. Appointment of the Graduate Advisor of Record for the Master of Arts Degree in Economics shall be made by the Department Chair with concurrence of the Dean of the College of Business.

B. Duties:

- Student Advising: The Graduate Advisor of Record shall be responsible for the coordination of the advising of students and prospective students regarding all record keeping aspects of the degree program.
- Student Records: The Graduate Advisor of Record shall supervise the maintenance of the academic record of students in the Master of Arts in Economics program as well as records related to a student's progress in meeting degree requirements and notification of the appropriate University officers of matters requiring their action. The Graduate Advisor of Record shall refer students to the Department Chair and Dean of the College of Business and/or Provost and Vice President for Academic Affairs for matters requiring their action.

ARTICLE VI

AMENDMENTS

1. Proposals to amend these Bylaws must be distributed to the voting members of the Department of Economics Faculty Forum at least seven (7) days prior to any vote or final adoption.
2. The Bylaws may be amended or repealed and new bylaws adopted by a two-thirds (2/3) vote of the voting members, subject to the necessary administrative review and approval.
3. Bylaws amendments votes can be conducted by e-mail.